

Email Script:

Dear _____,

My name is ____, and I am an undergraduate student at Montana State University. I am reaching out to you on behalf of the Climate Action Plan Study Group at Montana State University—a group of students supervised by Professors Paul Lachapelle and Julia Haggerty(paul.lachapelle@montana.edu and julia.haggerty@montana.edu) working together to learn about climate action planning processes on other campuses so we can best support our own campus.

We have identified your school as a campus that MSU can learn a lot from and we hope to profile your school in a detailed study. Given your experience working on developing/implementing your school's climate action plan, would you be willing to participate in an interview? Our goal in conducting these interviews is to get an understanding of the range of plan formats, the developmental processes, implementation strategies, and lessons learned along with any other insights you can give us on the process from development to implementation. We will compile our findings into a written report which we plan to present to our campus community in April.

This interview would last for approximately one hour and will be conducted on zoom. Your participation is totally voluntary, and you have the option to remain anonymous in our report. Our goal is to conduct the interview sometime between the dates of XX-XX.

Thank you for your consideration and time; I look forward to hearing back from you.

Best regards,

Phone Script:

Hi _____,

My name is _____ and I am an undergraduate student from Montana State University. Our Climate Action study group is reaching out to individuals who have experience in implementing/developing climate action plans within their institutions. Given your experience, we would love the opportunity to interview you to gain insight on the process you used in building the foundation of your plan along with any perspectives you may have in “lessons learned” through the development.