# Flourishing School Culture Instrument (FSCI) Program Overview (Faculty & Staff)

**SAMPLE TEMPLATE**

Dear Faculty & Staff:

## The Opportunity

I want to get your help on an exciting event in the life of our school. Our school is in the process of administering the Flourishing School Culture Instrument in conjunction with the Association of Christian Schools International (ACSI). This study will help us gain insights on our school culture that can inform our future planning efforts, as well as provide evidence of our school’s unique strengths. [*ADD your thoughts on the importance of the process*]

## Your Part

Since the flourishing of our community is important, we are asking you to go to [*include* ***FACULTY & STAFF survey link*** *here*] and take the survey by and take the survey by *[insert target deadline].* Depending on how long you spend thinking about the questions, it should require somewhere between 5-10 minutes for you to complete. *In general, your first impression is the most accurate, so there’s no need to over-analyze individual questions. Your response will not be tracked to you personally, so don’t worry about anyone judging you or being offended by your honest insight.*

If you need to save your responses and return later to the survey, you will have the option to do so. At the top of the survey there is a tab where you can enter your email address. An email will be automatically generated by SurveyGizmo, the assessment host, with a link for you to return to the questions you last answered. All your previous responses will be saved, and using the unique link emailed by SurveyGizmo you can re-start the survey later without losing your place. Your email address is not used for anything besides providing you with a unique link to save your place in the survey. SurveyGizmo will not share the email addresses submitted to "Save and Continue" option with any other party.

## The Result

Students (grades 6–12), faculty, school staff, administration, school board, parents, and alumni will all participate in the web-based assessment for our school. The end product of the process will be a school-level report showing our school’s FSCI results benchmarked alongside national averages. It is our hope that this evaluation will provide important information as we [*school sets expectations and purpose of the FSCI and how this fits into your school’s mission/vision*]. Let me be very clear: each participant’s individual responses will be handled by ACSI anonymously, and the report our school receives from ACSI will only show our school’s results in aggregate.

## The Prayer

Please be in prayer for the school as we undergo this process and as we get information that will help all of us better serve Christ and others. Thank you for your (anonymous) participation in making this endeavor a success.

[*School Signature Information*]