

**APPENDIX J**

**SFA DIRECTOR COMMUNICATIONS AND INSTRUMENT**

## **E-MAIL INVITATION FOR SFA DIRECTORS IN SFA-ONLY SAMPLE**

Greetings,

<Insert SFA name> has been selected to participate in the School Nutrition Dietary Assessment Study-IV (SNDA-IV). SNDA-IV, which is sponsored by the U.S. Department of Agriculture, is an important study of the school meal programs and the schools that participate in the programs. The attached letter and study fact sheet provide some background about the study.

An important part of SNDA-IV is a survey of SFA Directors. We ask that you take a few minutes to answer this confidential survey that can be conveniently completed on the web. Your responses will provide policymakers with critical information about schools and the school meal programs that can be used to help shape future policy decisions.

Please visit the survey web site by clicking this link: [SFA Director Survey web address].

Thank you in advance for your help and cooperation. We look forward to your input.

Survey Web site: [SFA Director Survey web address]

## **E-MAIL INVITATION FOR SFA DIRECTORS IN SCHOOL SAMPLE**

Greetings,

Thank you for participating in the School Nutrition Dietary Assessment Study-IV (SNDA-IV), sponsored by the US Department of Agriculture. An important part of the study is a survey of SFA Directors. We ask that you take a few minutes to answer this confidential survey that can be conveniently completed on the web. Your responses will provide policymakers with critical information about schools and the school meal programs that can be used to help shape future policy decisions.

Please visit the survey web site by clicking this link: [SFA web address].

Thank you for your help and cooperation. We look forward to your input.

Survey Web site: [SFA Director Survey web address]

## **INTERIM E-MAIL REMINDER FOR SFA DIRECTORS**

Hi,

This is a reminder to please complete the SFA Director Survey for the School Nutrition Dietary Assessment Study-IV (SNDA-IV). Please take a few minutes to complete this confidential online survey about your foodservice program.

Visit the survey web site by clicking this link: [SFA Director Survey web address].

Thank you on behalf of the US Department of Agriculture and the whole SNDA team.

Eric Zeidman  
Survey Director

## **FINAL E-MAIL REMINDER FOR SFA DIRECTORS**

Hello,

The SFA Director Survey for the School Nutrition Dietary Assessment Study-IV (SNDA-IV) is still available for you to complete on the web by clicking this link: [SFA Director Survey web address].

Your SFA was selected as part of a scientific sample for this study sponsored by the US Department of Agriculture. The goal is to provide federal policy makers with an accurate picture of the current school meal programs to help shape future policy decisions. Your responses to these questions cannot be replaced by another SFA, so your input is critical to this effort.

If you have questions about the study or would prefer to respond by telephone, please contact us at  
1-800-XXX-XXXX.

We understand how valuable your time is and appreciate your contributions to this study. All of your responses will be kept confidential. Neither you nor your SFA will be named in any reports.

Survey Web site: [SFA Director web address]