

ATTACHMENT O:

EMAIL CORRESPONDENCE RELATED TO THE WEB SURVEY

INITIAL EMAIL INVITATION:

Dear [adult/adolescent name]:

Welcome to the Family Life, Activity, Sun, Health, and Eating (FLASHE) study!

Your first survey is now available on the website. The surveys are intended for [adult/adolescent name] and only [adult/adolescent name] should fill them out. Please respond to this survey within one week. Once both your survey and your [teenager's/parent's] survey have been completed, you will be notified when the final survey is ready for you to complete. Please use the log-in information below to access the study website.

URL

PIN

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXX@westat.com if you have any questions.

Your responses to these surveys will help inform research and efforts at the US Department of Health and Human Services to promote healthier lifestyles and behaviors in American teens and their families. We look forward to your participation!

Sincerely,

Westat FLASHE Research Team

REMINDER EMAIL AND TEXT:

Dear [parent name/adolescent name]:

Recently, we sent you an email inviting you to participate in the Family Life, Activity, Sun, Health, and Eating (FLASHE) survey. This is an important study about lifestyle factors that affect health and it is sponsored by the US Department of Health and Human Services.

According to our records, you have not yet completed the [diet/physical activity] survey.

We ask that you please log in and complete it within one week. As a thank you, you will receive \$5 for each of the surveys you complete. Please use the log-in information below to access the study website.

URL

PIN

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXX@westat.com, if you have any questions.

Your responses to these surveys will help inform research and efforts at the US Department of Health and Human Services to promote healthier lifestyles and behaviors in American teens and their families. We look forward to your participation!

Sincerely,

Westat FLASHE Research Team

Text Reminder

Thank you for participating in the FLASHE study! Please check your email and click on the link to the survey. Questions? Call 1-800-XXX-XXXX.

THANK YOU EMAILS

First Email to be sent after the first survey has been completed by both members of dyad

Dear [parent name/adolescent name]:

Thank you very much for completing the [diet/physical activity] survey.

Our records also indicate that your [adolescent/parent] has completed the corresponding survey. The final survey is now available to you on the website. As before, we ask that you complete it within one week. As a thank you, you will receive \$5 for each of the surveys you complete.

URL

PIN

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXXX@westat.com, if you have any questions.

Sincerely,

Westat FLASHE Research Team

Final thank you sent to both parent and adolescent after both surveys have been completed by both members of dyad

Dear [parent name/adolescent name]:

Thank you very much for completing the FLASHE surveys.

Our records also indicate that your [adolescent/parent] has completed the corresponding survey. You have now completed all the surveys. As a thank you, we will be sending you \$5 for each survey.

Thank you very much for your participation!

Sincerely,

Westat FLASHE Research Team