

D1. CDC Study Invitation Letter

CDC NATIONAL STUDY INVITATION LETTER

[Date
Addressee
Department
Street Address
City, State ZIP Code]

Dear [First Name Last Name],

The Centers for Disease Control and Prevention (CDC) is conducting a National Survey of Community-Based Policy and Environmental Supports for Healthy Eating and Active Living (CBS HEAL National Survey) to gather information on the policies and standards enacted by local governments that support healthful eating and active living for residents. Eating a healthful diet and being physically active are important behaviors for the prevention of obesity and other chronic diseases such as heart disease, diabetes, and cancer. Documenting policy and environmental supports for healthful eating and physical activity is important because it helps local communities identify areas for interventions and track the impact of changes over time.

[Local Government] was randomly selected to be included in the study sample. CDC will use this information to evaluate the extent to which local communities have in place policy and environmental supports for healthy eating and active living consistent with recommendations from expert groups. Results will also help CDC learn about the characteristics of communities with these policies and practices. In addition, communities, such as yours, may use the data collected to see how they compare with other communities nationally or with communities of a similar geography, population size, and urban status. This information may help communities understand which policies and practices might be most feasible.

As a representative for [Local Government], CDC is asking you to serve as the primary respondent for the national study's Web-based survey, which on average will take 30 minutes to complete. The survey asks questions on communitywide planning efforts and on policies supporting physical activity and healthful eating that your local government has in place. Participation is voluntary; however, by choosing to complete the survey, CDC will provide your local government with a brief summary report that compares the findings from your community with those of other communities within the study.

The Centers for Disease Control and Prevention is asking that you complete the survey by [Insert Date]. To provide the most accurate and complete information on your local government's policies and standards, you may need to consult with another person, such as a parks and recreation department representative, a tax office or procurement department representative, or a transportation department representative. The invitation packet includes instructions for accessing the Web-based survey. ICF International, a nationally recognized survey research firm, has been contracted by CDC to conduct the national study. If you have questions or require technical assistance to complete the survey, please contact ICF International at 1-800-XXX-XXXX or via e-mail at CBSNationalSurvey@icfi.com.

Your participation in the study is valuable because CDC will use the findings from this survey to continue its efforts to support the development of healthy communities. Your community will not be named in any published reports. Thank you in advance for your support of this important national study.

Sincerely,

Deborah Galuska, MPH, PhD
Associate Director of Science
Division of Nutrition, Physical Activity, and Obesity
National Center for Chronic Disease Prevention and Health Promotion