

Attachment L - Confirmation Letter for Administrator/Principal

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Date: (Date of confirmation - following OMB approval)

Fors Marsh Group, LLC, and the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS), are pleased to work with (Name of Principal/Administrator) at (Name of school/facility) as a site coordinator for the Formative Research of *Team Nutrition Cooks!* (TNC). This letter confirms the details of that engagement. The site coordinator is expected to host and facilitate the following activities:

Date(s) of Study: _____

Site Coordinator: NAME, EMAIL, PHONE

- Provide TNC curriculum to after-school program staff and assign roles and responsibilities as needed
- Provide the food ingredients, materials, and equipment required for completion of each lesson
- Inform parents about the lessons/activities and obtain consent for children to participate
- Ensure lessons are delivered to the students, by the program operators, each week for approximately five weeks
- Coordinate and provide rooms for two rounds of data collection:
 - o Week 1
 - Kickoff meeting with program operators and research team
 - Researcher-facilitated survey with participating children
 - o Around Week 5
 - Researcher-facilitated survey with participating children
 - 30-minute interviews with program operator staff (up to four)
 - 60-minute focus group with parents (while children are still attending program)

By signing below, you are acknowledging the responsibilities and expectations as site coordinator and expressing commitment to the success of this study. If the point of contact or anything else changes before the dates of the event, please let us know as soon as possible. Please contact

the Project and Research Lead (Corinne Berry, cberry@forsmarshgroup.com),
with any questions.

Sincerely,

NAME, TITLE

Signature

Date