



*Empowering students to be fit for life.*

[Date]

[Contact Name]

[School Name]

[Address]

[City], [State] [Zip Code]

Dear Superintendent [SUPERINTENDENT Last Name],

I am writing to invite one of the schools in your district to participate in the Presidential Youth Fitness Program (PYFP) Evaluation. The PYFP has partnered with ICF International, the US Centers for Disease Control and Prevention (CDC) and the Robert Wood Johnson Foundation (RWJF) to conduct this important program evaluation in a small number of schools nationally. The PYFP provides a model for fitness education within a comprehensive, quality physical education (PE) program and this project is designed to assess the impact the program has on students, PE teachers and their schools. It is the mission of the PYFP to provide a model for fitness education that includes all of the resources needed to empower students to live healthy and active lifestyles.

Physical activity is critical to our children's health and well-being. Research shows that healthier children are better able to learn, miss fewer school days, have higher self-esteem and are at lower risk for developing chronic diseases. The PYFP focuses on professional development for PE teachers, health-related fitness assessment, and motivational recognition to empower students to adopt and maintain an active lifestyle. In order to assess program outcomes, the PYFP Evaluation has been designed to focus data collection activities in schools implementing the PYFP and in similar schools that have not implemented the PYFP.

The school listed below has been select to participate in the PYFP Evaluation because it shares many of the characteristics with one of the participating PYFP schools and will allow us to compare outcomes among schools implementing the PYFP and those using a traditional PE curriculum.

**The selected school in your district is:**

[School Name]

[Address]

Students in grade 6 will be asked to have their height and weight measured in private and complete a measure of cardiovascular endurance; this will occur twice during their PE class – once at the beginning of the [Spring or Fall 2017] semester and again at the end of the semester. In addition, PE teachers, sixth grade students and school administrators will be asked to complete a brief survey at the end of the spring semester. In a subset of schools, we will also be conducting accelerometer (a device similar to a fitbit or

**Founding Partners**



pedometer that measures levels of physical activity) data collection with sixth grade students enrolled in physical education.

In recognition of the important contribution [SCHOOL NAME] will provide this project, and to express our appreciation for the time and effort involved, we will provide each participating school with all equipment (e.g., high quality stadiometer and digital scale) used to conduct fitness assessments (\$425 value) along with an additional monetary award (\$300 gift card to purchase school supplies for all schools and an additional \$200 gift card for schools participating in accelerometry data collection). School-level results of the fitness assessments and student surveys will be shared with each school at the end of the evaluation. In addition, [SCHOOL NAME] will automatically be enrolled in the PYFP program at the end of the evaluation, if the program is of interest to the school principal and PE teachers. Each participating school will be asked to identify a school liaison who will serve as the primary point of contact for all evaluation activities. School liaisons will be provided with a monetary award in appreciation for their time and support. All school liaisons will receive a \$300 gift card and those who assist with accelerometry will receive an additional \$300. A non-monetary prize equivalent to \$15 will also be provided to students participating in the accelerometer data collection. The details related to data collection activities and thank you gifts are provided on the enclosed PYFP Evaluation Overview and Acknowledgement Form.

Your district's participation in the PYFP Evaluation is voluntary and you may discontinue participation at any time. Information collected through the Evaluation will be used to assess the impact of the PYFP and to inform program improvement. Program evaluation procedures are designed to protect participant privacy and allow for confidential participation. Results from this evaluation will only be presented in aggregate; participating districts, schools, teachers and students will not be identified in any published reports.

Your support for this evaluation will help ensure the voluntary participation [SCHOOL NAME]. Enclosed is the PYFP Evaluation Overview, sample parental permission forms, and a packet of information to be forwarded to the principal of [SCHOOL NAME]. Within one week, a representative from ICF International, a nationally recognized public health consulting firm contracted by the PYFP, CDC and RWJF to conduct this evaluation, will contact you to confirm receipt of this information and answer any questions. If you have any immediate questions, please call Dr. Isabela Lucas of ICF International at 404-592-2155. Your support for this evaluation, which will help assess and improve the Presidential Youth Fitness Program, is appreciated.

Sincerely yours,

**Jane Wargo**

Program Director  
Presidential Youth Fitness Program

Enclosures

Cc: Sarah M. Lee, Centers for Disease Control and Prevention  
[PRINCIPAL, SCHOOL]  
Isabela Lucas, ICF International  
[Recruiter], ICF International