

APPENDIX 14

RECRUITMENT LETTER FROM STUDY TEAM FOR ONSITE COORDINATORS



OMB #0970- XXXX
Expiration Date XX/XX/XXXX

DATE

Dear [ONSITE COORDINATOR]:

We are excited to inform you that your center director, [CENTER DIRECTOR NAME], has nominated you to serve as an onsite coordinator for the Migrant and Seasonal Head Start (MSHS) Study.

This important study is designed to describe the characteristics and experiences of the children and families who enroll in MSHS as well as MSHS programs and services. Your participation is important to the study's success and to helping MSHS to better serve the needs of children and families in the future. The study is funded by the Administration for Children and Families within the U.S. Department of Health and Human Services. Abt Associates and its partners, The Catholic University of America and Westat, are conducting the study.

Onsite study activities at each selected center will last 4-5 days between spring 2017 and spring 2018. During the onsite visit, the Westat team will conduct teacher and assistant teacher surveys, in-person interviews, child assessments, and classroom observations. If you agree to serve as an onsite coordinator, you will be responsible for working with the MSHS Study team's site supervisor to help with the recruitment of families and to schedule the study activities during the site visit. Onsite coordinators will receive a \$200 check following the completion of study activities at the center in appreciation of the time spent helping us.

Your center's participation in this study is voluntary. Information that you, your staff, the parents and the children provide will be kept private to the extent permitted by law.

We would like to **schedule a phone call** to provide more information about onsite coordinator responsibilities, and talk through any questions you might have. We will contact you in the next week to set up a call. Please respond to this email or contact us toll-free at **XXX- XXX-XXXX** with a few times that work for you, and our team will schedule this call.

We look forward to working with you! Thank you in advance for your help with this important study!

Sincerely,

Linda Caswell, Ed.D.
MSHS Study Director, Abt Associates

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0XXX and the expiration date is XX/XX/XXXX.
