



OMB Control No: 0584-XXXX  
Expiration Date: XX/XX/20XX

## Appendix E6. Reminder Email Requesting Roster from Closed Sites

Dear Summer Meals Site Supervisor,

We recently emailed you a request to provide the roster of children attending the summer meals program at <SITE NAME>, for the *Summer Meals Study*. We are sending another email because we have not yet received the roster from you. As a reminder, the roster should include, if possible:

- First and Last Name of Child
- Mailing Address of Child's Caregiver
- Email and/or Phone for Child's Caregiver

If you do not have mailing addresses, or you cannot easily get them, please let us know as soon as possible. We will mail you surveys that you can give to a few of the children at your program to take home to their parents/caregivers.

The surveys have questions for both the caregiver and the child who goes to the summer program. Parents/caregivers will get \$10 in cash after completing the survey to thank them for their time and input. Getting information from parents/caregivers and their children is important to understanding how we can best meet their needs, so we hope you will encourage them to complete the survey.

Please upload the site roster as soon as possible to our secure site at [INSERT FTP SITE]. If you prefer to mail a hard copy to us, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call XXX-XXX-XXXX to let us know and we will provide mailing instructions and a certified mail (tracked) envelope. If you are unable to provide a site roster, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) so that we may mail you surveys to distribute to the children at your site.

We look forward to receiving your roster soon. If you have any questions, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call 1-800-XXX-XXXX.

Your partnership matters to us. Thank you for helping us with this important study!

Sincerely,

The Summer Meals Study Team  
Westat