**Appendix D9. Reminder Email with Link to Informational Study Recording for Sponsors**

Dear Summer Meal Program Sponsor,

We recently sent you an email with information about the upcoming *Summer Meals Study*. We are re-sending the information because we have not heard from you.

We appreciate your response to the brief web survey on site operations for Summer 2018. From the information you provided, we see the following sites will be offering meals this summer:

**[ADD SITE LIST]**

Please view the study video that will provide details on what sponsors and sites will be asked to do. The video will take no more than 10 minutes of your time. To view the video, go to the secure study website below and enter your unique pin:

|  |
| --- |
| SURVEY WEBSITE: https://www.SUMS.org  YOUR PIN: <PIN> |

**After you have viewed the recording, you will be asked to click on the “I acknowledge” icon, confirming your partnership in this important study.**

Once you agree to participate in this study, we will contact the site supervisor(s) for the above site(s) to let them know about the study activities and timeline. We encourage you to notify the site(s) that we will be getting in touch with them. For your convenience, we have attached an email for you to use as a template.

The law governing the Summer Meal Programs requires *organizations* participating in the programs to cooperate in studies such as the Summer Meals Study. While *your* participation in this survey is completely voluntary, your feedback will improve our understanding of the Summer Meal Programs, including what helps or does not help your organization participate. Please know that your responses will be kept private as required by law and will not be shared with anyone not involved with conducting the study. Neither your name nor any other information about your identity will be used in any reports. The information you provide will be combined with information from everyone who participates in the study. You may skip any question that you prefer not to answer. As described in the system of record notice (SORN) titled FNS-8 USDA/FNS Studies and Reports (published in the Federal Register on April 25, 1991, volume 56, pages 19078-19080), FNS and contractors working on their behalf may collect and analyze this information for research purposes and are required to have safeguards in place to keep data private.

If you have any questions about the study, or if any of the sites listed above will no longer serve meals this summer, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) or call us toll-free at 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

Attachment