



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

Appendix E5. Email Requesting Roster of Children from Closed Sites

Dear Summer Meals Site Supervisor,

We are excited to work with you on the *Summer Meals Study*. Thank you for recently viewing the Informational Study Video and confirming your participation.

As we told you in the study video, we are now asking that you send us a roster of children who are attending your summer meals program. We will use the roster to mail surveys to some of the children's parents/caregivers. If possible, the roster should include:

- 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 fill out 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 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 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 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

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