

Appendix C1.c. Survey Reminder Email 1 (Web Survey with Link)

XX/XX/20XX

To: **[SELECTED SFA DIRECTORS]**

Subject: Reminder for the Study of School Food Authority (SFA) Procurement Practices

Dear **[FIRST NAME] [LAST NAME]**:

We are writing to confirm that you received our email about participating in the Study of School Food Authority (SFA) Procurement Practices. **[SFA Name]** is among a national sample of SFAs chosen to participate in this important study and we would like to encourage you to complete the survey before XX/XX/20XX.

You can access the survey at: **[Unique link to survey]**. For your convenience, this unique URL will open your SFA's survey and does not require any login information. You may save your responses and return to complete the web survey at any time during the data collection period. If a colleague is working with you to complete the web survey, they can use the same link. Respondents will be directed to the last completed survey question/section when reopening the web survey but survey respondents can simply navigate to their relevant section to answer and review questions.

The cooperation of all sampled SFAs is encouraged under Section 305 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

If you have any questions or concerns, please do not hesitate to contact the 2M survey help desk by either calling (toll-free) **1-844-250-1911** or emailing sfaprocurement@2mresearch.com (or simply reply to this email). Someone will be available during normal business hours (9 A.M. to 5 P.M. CST, Monday-Friday) to take your call. If you call outside of this time, please leave a message and we will return your call the following business day. For planning purposes, a printable version of the web survey and FAQ documents can also be found here: **[Link to survey PDF] [Link to FAQ PDF]**.

Sincerely,

Dr. Steven Garasky

Senior Study Director | 2M Research Project Director

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average three minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.