

APPENDIX P

CENSUS INVITATION AND REMINDER EMAILS FROM STUDY TEAM TO SFAS

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1.1 Census Invitation and Reminder Emails from Study Team to SFAs

THE FARM *to* SCHOOL CENSUS

OMB Number: 0584-XXXX
Date: xx/xx/20xx

Dear **[SFA Director's Name]**:

About a month ago, your State Agency's Child Nutrition Director notified you about the 2019 Farm to School Census. The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has contracted with Abt Associates to conduct this important study.

Whether you purchase one carrot or a whole salad bar of produce from your local farmers, we want to hear from you! The Census is for **all** SFAs, not just those that receive Farm to School grant funds or participate in Farm to School activities.

Please complete the 2019 Census. The Census is a brief web survey that asks for information related to local sourcing, including the types and frequency of local products purchased, the dollar amount spent on all food and local foods, and the degree to which local purchasing is expected to increase, stay the same, or decrease. Additionally, the Census asks you to identify benefits and challenges in your farm to school efforts.

To complete the survey, please follow this link:

[Insert Web survey link here]

Click here **[Insert link to worksheet]** to review an **optional** worksheet that may help you prepare the information you'll need to complete the Census. You are encouraged to collaborate with other district staff or vendors to obtain the information. If you are no longer the Director of this SFA, please let us know as soon as possible, so **[insert name of SFA]** isn't left out!

If you have questions or need additional information about the Census, please review the "Frequently Asked Questions" **[Insert link to Frequently Asked Questions]** or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmentoschool@abtassoc.com.

We look forward to receiving your responses and thank you for your participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director
Farm to School Census
and Comprehensive Review
Abt Associates



Census Invitation and Reminder Emails from Study Team to SFAs

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 4 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

1.2 Census Reminder Email #1



Dear [NAME OF SFA Director],

OMB Number: 0584-XXXX
Date: xx/xx/20xx

Please complete your 2019 Farm to School Census so that your state and SFA are represented!

Remember, whether you purchase one carrot or one ton of carrots from your local farmers, **we want to hear from you!** The Census is for all SFAs, public, charter, and private; rural, suburban, and urban; large, medium, and small, whether or not they participate in Farm to School activities.

Use this link to access the Census:

[Insert census link here]

The Census will:

- Measure progress of farm to school activities at the district, State, and national levels;
- Identify the number of students impacted by farm to school programs and the dollars spent on local food by schools, and
- Help decision makers understand the benefits farm to school programs have for students, farmers and communities, and inform policy and funding decisions for farm to school.

Click here [Insert hyperlink to worksheet] to review an optional worksheet to help you collect information needed to complete the Census. You may need to contact other district or school staff to obtain the information included on the worksheet, such as local purchasing data or the number of edible gardens in your district. If you are no longer the Director of this SFA, please let us know as soon as possible—we want to make sure the right person has access.

For additional information about the Census, please review the “Frequently Asked Questions” [Insert link to FAQ] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmentoschool@abtassoc.com.

We look forward to receiving your responses and thank you for your participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director
Farm to School Census and Comprehensive Review
Abt Associates

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1.3 Census Reminder Email #2

THE FARM to SCHOOL CENSUS

OMB Number: 0584-XXXX
Date: xx/xx/20xx

Dear [NAME of SFA Director]:

How does your State compare to your neighbors in the national effort to complete the 2019 Farm to School Census? Check out the map to see which State in your area has the highest Census participation rate!

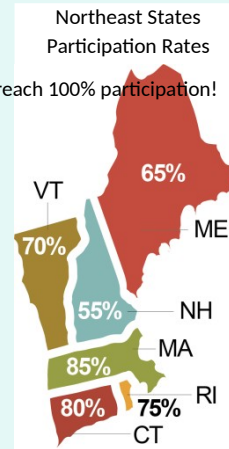
Complete your Census and encourage your neighboring SFAs to do the same to help us reach 100% participation!

You can access your Farm to School Census by following the link below:

[Insert Census Link]

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may help you prepare to complete the Census. You may have all the information you need already, but if you are unsure of items included on the worksheet, please contact other district or school staff to obtain the necessary information. If you are no longer the Director of this SFA, please let us know as soon as possible.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt study team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.



Thank you in advance for your support and assistance in maximizing participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director
Farm to School Census and Comprehensive Review
Abt Associates



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1.4 Census Reminder Email #3



OMB Number: 0584-XXXX
Date: xx/xx/20xx

Dear (SFA Director Name):

We noticed you haven't completed your 2019 Farm to School Census yet. Even if you do not participate in farm to school, we want to hear from you!

The 2015 Farm to School Census reported that 42% of districts participate in farm to school activities. Please complete your survey and help us find out if farm to school has grown nationwide. Some examples of farm to school activities are:

- serving local foods in school meals;
- growing food in school gardens;
- taking field trips to local farms or orchards;
- conducting cooking classes;
- taste testing local foods, and;
- any other food, agriculture, and nutrition education that incorporates locally- produced foods.

You can access your 2019 Farm to School Census here:

[Insert web link]

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may be helpful to you in collecting information to complete the Census. If you are no longer the SFA Director, please let us know as soon as possible so we can send it to the correct person.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.

We look forward to your responses and thank you for your participation in the 2019 Farm to School Census! For more information on USDA's Farm to School Program, please visit our website: <https://www.fns.usda.gov/farmtoschool/farm-school>.

Sincerely,

Maria Boyle
Project Director, Farm to School Census and Comprehensive Review
Abt Associates

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1.5 Census Reminder Email #4



Dear [Name of SFA Director],

Please complete your 2019 Farm to School Census to make sure your State and SFA are represented! Use this link to access your Census:

[Insert census link here]

Help us reach 100% Census participation! See the map to check our progress!

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may be helpful. If you are no longer the Director of this SFA, please let us know as soon as possible—we want to make sure this Census is in the right hands!

For additional information about the Census, please review the “Frequently Asked Questions” [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.



Thank you in advance for your support and assistance in maximizing participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director
Farm to School Census and Comprehensive Review
Abt Associates

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1.6 Census Reminder Email #5



OMB Number: 0584-XXXX
Date: xx/xx/20xx

Dear [Name of SFA Director]:

How did your SFA bring the farm to your schools in the 2017-2018 school year? Let us know by completing the 2019 Farm to School Census.

No farm to school program in your district? That's ok. Let us know why not. Your responses will help inform USDA policy and practices so FNS is better able to meet your needs.

Use this link to access your brief Census:

[Census link]

The 2015 Farm to School Census found that SFAs experienced the following benefits from participating in farm to school activities:

- increased support from parents and community members for the healthier school meals; i
- improved acceptance of healthier school meals; i
- lower school meal program costs; and, l
- increased participation in school meal programs. i

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may be helpful to you in collecting information to complete the Census. If you are no longer the SFA Director, please let us know as soon as possible.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.

We look forward to receiving your responses and thank you for your participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director
Farm to School Census and Comprehensive Review
Abt Associates

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1.7 Census Reminder Email #6

THE FARM to SCHOOL CENSUS

OMB Number: 0584-XXXX
Date: xx/xx/20xx

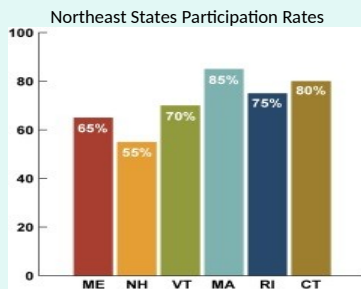


Dear [Name of SFA Director],

We're nearing the close of the 2019 Farm to School Census and we want to reach 100% participation! Please complete your 2019 Farm to School Census to help us meet our goal and make sure your State and SFA are represented!

Use this link to access your survey: [Insert census link here]

How's your State doing?



Improve your State's participation rate by completing your survey and then encourage your neighboring SFAs to complete theirs as well!

Click here to review an optional worksheet [INSERT HYPERLINK TO WORKSHEET] that may help you prepare for the Census. You may have all the information you need already, but if you are unsure of items included on the worksheet, please contact other district or school staff to obtain the necessary information. If you are no longer the Director of this SFA, please let us know as soon as possible.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.

Thank you in advance for your support and assistance in maximizing participation in the 2019 Farm to School Census!

Sincerely,

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1.8 Census Reminder Email #7



OMB Number: 0584-XXXX
Date: xx/xx/20xx

Dear [Name of SFA Director]:

We want **you** to complete the Farm to School Census. All SFAs should complete the Census, whether or not they have farm to school efforts in their SFA.

Why should you fill out the Census?

- To track your progress and learn what has changed since the last Census.
- To provide an accurate view of who participates in farm to school.
- To discover which farm to school activities SFAs run.
- To learn how your SFAs and community benefit from farm to school efforts.
- To share and learn about the challenges of participating in farm to school.

Follow the link below to complete your Census and have your voice heard!

[Census link here]

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may be helpful to you in collecting information to complete the Census. If you are no longer the SFA Director, please let us know as soon as possible.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.

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Sincerely,

Maria Boyle
Project Director
Farm to School Census and Comprehensive Review
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1.9 Census Reminder Email #8

THE FARM to SCHOOL CENSUS

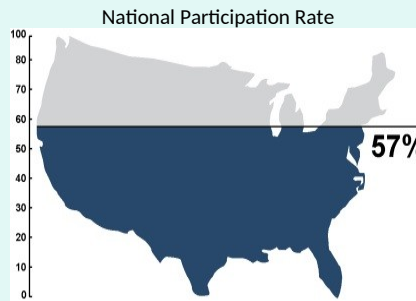
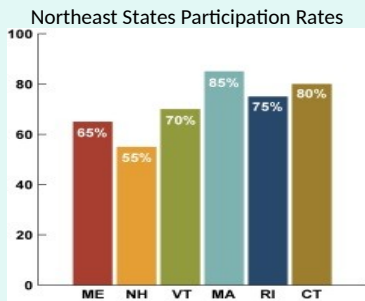
OMB Number: 0584-XXXX
Date: xx/xx/20xx



Dear [Name of SFA Director],

We're nearing the close of the 2019 Farm to School Census, and we are still aiming for 100% participation! Help us cross the finish line and reach our goal before [CLOSING DATE]! Please complete your 2019 Farm to School Census and make sure your State and SFA are represented!

How's your State doing?



Improve your State participation rate by completing your survey and encourage neighboring SFAs to complete theirs as well!

Please use this link to access your Census:

[Insert census link here]

Click here [INSERT HYPERLINK TO WORKSHEET] to review an optional worksheet that may help you prepare to complete the Census. If you are no longer the Director of this SFA, please let us know as soon as possible.

For additional information about the Census, please review the "Frequently Asked Questions" [INSERT HYPERLINK TO FREQUENTLY ASKED QUESTIONS] or contact the Abt project team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmtoschool@abtassoc.com.

Thank you in advance for your support for and participation in the 2019 Farm to School Census!

Sincerely,

Maria Boyle
Project Director, Farm to School Census and Comprehensive Review
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