

Hello [SCHOOL SURVEY CONTACT NAME],

I am writing you on behalf of the Centers for Disease Control and Prevention's Healthy Schools Program. Your school was invited to participate in the Healthy Schools Program Evaluation, being led by ICF, to better understand how support from states to local education districts and schools impacts schools. You have been identified by your Principal as the point of contact most knowledgeable to complete an online survey for this evaluation.

The purpose of this survey is to learn about the health improvement activities being implemented at your school as a result of the Healthy Schools Program, since the beginning of the 2018-2019 school year. **The survey should be completed by the staff person within your school who is most knowledgeable about the Healthy Schools Program.** If you do not think you are the right person to respond to this survey, please contact Dr. Isabela Lucas (ICF) at Isabela.lucas@icf.com or 404-592-2155 as soon as possible.

The survey is expected to take about 60-75 minutes to complete. As the lead person completing the survey you will receive a \$20 gift card in appreciation for your time. You may complete the survey over multiple sittings and may reach out to other staff within your organization as needed in order to respond accurately to all of the questions in the survey. All data collected will remain private throughout the entire project and your name will not be associated with any information shared for the purpose of this evaluation.

Please click on the link below to be directed to the survey. After you begin, you may save, exit, reenter, and continue the survey where you left off.
[\[Survey Monkey Link\]](#)

The results of the evaluation will be used to improve support and implementation of school health programs, and your support to this evaluation is greatly appreciated. You may call Dr. Isabela Lucas (ICF) at Isabela.lucas@icf.com or 404-592-2155 with any questions.

Sincerely yours,
[Recruiter], ICF

Cc: Sarah M. Lee, PhD, Centers for Disease Control and Prevention
Isabela Lucas, PhD, ICF