**Appendix B8. Purchase Data Webinar Invitation**

**Subject: You are invited to a webinar for the USDA School Food Purchase Study**

Dear SFA Director:

We are hosting a webinar to discuss the food purchase data submission for the USDA School Food Purchase Study. The webinar will provide details on the requested quarterly food purchase data, and allow school food authorities (SFAs) an opportunity to ask questions.

The webinar for SFAs selected to provide data for the <1st/2nd/3rd/4th> quarter will be held at the following date and time:

[Insert date/time]

Please register in advance by clicking this link. [insert link]

If food purchase records will be obtained from someone else in your district, and you have not already informed us, please forward this email to them and copy us ([PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com)) so that we can communicate with them directly.

We will post recordings of each quarterly webinar to the study website if you are unable to participate in the webinar this quarter. We will also update the frequently asked questions, based on questions during the webinar.

As a reminder, you may visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com) for study information and resources. In addition, staff in our **Technical Assistance Center (TAC)** are available by phone (XXX-XXX-XXXX) or email ([PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com)) to provide one-on-one support. The TAC is available weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the following business day.

Thank you again for your support of this important USDA study.

Sincerely,

Westat