

REMINDER EMAIL PROMPT TEMPLATE

Sender mailbox address: CBSHeal@norc.org

Subject Line:

Dear <<TITLE>> <<FNAME>> <<LNAME>>:

During the last few weeks we have sent you several mailings and attempted to contact you by **phone/email** about the Community Based Survey of Supports for Healthy Eating and Active Living (CBS HEAL). **We have not yet received a completed questionnaire from your agency and are inviting you to complete the online survey now using the information provided below.**

This national survey sponsored by the U.S. Centers for Disease Control and Prevention (CDC) seeks to gather information on the existence of certain policies, standards, and practices enacted or implemented by local governments that promote more healthful eating and physical activity for residents.

CDC will use this information to evaluate the extent to which local communities have in place policy and environmental supports for healthy eating and active living consistent with recommendations from expert groups. In addition, communities, such as yours, may use the data collected to see how they compare with other communities nationally or with communities of a similar geography, population size, and urban status.

We ask that you access the user friendly CBS HEAL website to complete the survey:

http://www.CBSSURVEYWEBSITE_HERE.com

For security purposes, use this Personal Identification Number (PIN) to access the web questionnaire:

PIN: <WEBPIN>

If you recently completed the CBS HEAL questionnaire, please accept our sincere thanks. If not, please do so today.

If you need assistance while completing the census, you may call 1-XXX-XXX-XXXX or send an e-mail to CBSHEAL@norc.org.

Thank you,

NORC at the University of Chicago

Acting as Data Collection Agent for the U.S. Centers for Disease Control and Prevention