

## Appendix H – Scheduling Email for School Focus Groups

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Service (FNS) in providing the public with information concerning its child nutrition programs. This voluntary information will be used to develop nutrition education resources and interventions for population groups served by FNS. Under the Privacy Act of 1974, any personally identifying information obtained will be kept private to the extent provided by law. According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0524. The time to complete this information collection is estimated as part of the 2 minutes for the screener, including the time for reviewing instructions and completing the 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 Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0524). Do not return the completed form to this address.

[DATE], 2016

Dear Educator,

Thank for you volunteering to participate in the focus groups at [Insert School Name] about how educators use technology to teach and communicate with their students. We're excited to hear your opinion.

Just a reminder that the group is schedule to take place on [DATE] at [TIME] and that a meal will be provided for all participants. Finally, your school will receive \$150 for hosting this research.

### **Educator Focus Groups**

**Where:** [location]

**When:** [Date] [start time] to [end time]

We look forward to meeting you,

[Researcher]