

### **Email Invitation for Recipient Staff Interview**

Subject: Interview invitation for 2302 cooperative agreement

Good afternoon,

The Centers for Disease Control and Prevention's Division of Adolescent and School Health and ICF are working together to evaluate the School-Based Interventions to Promote Equity and Improve Health, Academic Achievement, and Well-Being of Students cooperative agreement (also known as the 2302 cooperative agreement).

As part of 2302 evaluation, we are interviewing recipients to learn more about program implementation, including key successes, the structure and function of partnerships to implement school health activities, perceptions of CDC support, and barriers and facilitators to implementing school health activities. The interview will take up to one hour of your time.

Your individual responses will not be associated with your name, position, organization, or any other information that could be used to personally identify you. When all interviews are finished, ICF will create an aggregate summary report of common themes that emerged across the interviews about the program overall (across 20 recipient sites). The information we learn from the interviews will be used to improve CDC support to recipients, share successes with government leadership and the general public, and improve the 2302 program going forward.

If you are willing to participate, please reply to this email by [Enter Date].

Please feel free to reply to this email with any questions about this opportunity.

Thank you for taking the time to consider participating.

Sincerely,

[enter name]

### **Email Invitation for Priority LEA Staff Interview**

Subject: Interview invitation for 2302 cooperative agreement

Good afternoon,

The Centers for Disease Control and Prevention's Division of Adolescent and School Health and ICF are working together to evaluate the School-Based Interventions to Promote Equity and Improve Health, Academic Achievement, and Well-Being of Students cooperative agreement (also known as the 2302 cooperative agreement).

As part of 2302 evaluation, we are interviewing local education agency staff to learn more about program implementation, including key successes, the structure and function of partnerships to implement school health activities, perceptions of CDC support, and barriers and facilitators to implementing school health activities. The interview will take up to one hour. You will receive a \$50 gift card to thank you for your time.

Your individual responses will not be associated with your name, position, district, or any other information that could be used to personally identify you. When all interviews are finished, ICF will create an aggregate summary of common themes that emerged across the interviews about the program overall (across 20 recipient sites). The information we learn from the interviews will be used to improve CDC support to recipients, share successes with government leadership and the general public, and improve the 2302 program going forward.

If you are willing to participate, please reply to this email by [Enter Date]. Please feel free to reply to this email with any questions about this opportunity.

Thank you for taking the time to consider participating.

Sincerely,

[enter name]