

School Coordinator Logistics CALL SCRIPT

(Updated 7/7/2025)

Hello, this is [LIAISON NAME]. Thank you for your willingness to serve as the “School Coordinator” for the National Youth Tobacco Survey. We are excited to include your students.

Did you have a chance to review the NYTS information?

Brief overview:

The National Youth Tobacco Survey (NYTS) has been conducted since 1999, with the goal of obtaining national estimates of tobacco-related beliefs, attitudes, behaviors, and exposure to pro- and anti-tobacco influencers. The NYTS was designed to provide national data on long-term, intermediate, and short-term indicators key to design, implementation, and evaluation of comprehensive tobacco prevention and control programs.

The survey is web based and can be completed on any internet-connected device. We will sample 1-2 classes per grade to participate and then send those teachers URLs that they will give the class to take the survey. We will also ask the teacher to complete a brief attendance log while students take the survey.

Scheduling survey – Anytime between January and May, but February and March are best!

What date would work best for your school?

School Information – There are a couple pieces of information that will help us with sampling:

What kind of schedule is your school on? Semester Schedule? Block Schedule?

We have your student enrollment as _____. Can you confirm your enrollment for these grades?

NYTS Sampling - We will work with you to sample classes from 6th through 12th grade. Students in sampled classes will be invited to participate in NYTS. The survey only takes about 20 minutes but could take up to 30, so we try to sample classes that are at least 30 minutes long.

We sample from subjects that all students have to take. What subject would you suggest we sample from?

Parent Permission – The study uses parent notification. Most schools use digital notification or print in-house. but we can mail paper forms to you if you prefer - we will just need to sample classes 4 weeks prior to the survey date to know how many to send.

Would you like to use electronic, print in-house forms, or for us to mail forms?

If you would like us to mail copies, please confirm your mailing address. [UPDATE SCS!]

Incentive – School will receive \$750 after the sampled classes participate in the survey. Our goal is to have at least 90% of students in sampled classes participate, so if participation is less, we may want to talk about doing a make-up to get to 90%. (Note: If incentive is over \$600, we need to get the schools Tax ID #.)

Do you have any questions about participation?

Thank you so much for your help with NYTS!

Public reporting burden for this collection of information is estimated to average 30 minutes per survey, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Office of Operations, Food and Drug Administration, Three White Flint North, 10A-12M, 11601 Landsdown St., North Bethesda, MD 20852, PRAStaff@fda.hhs.gov, ATTN: PRA (0910-0932).