

Appendix C1.d. Survey Reminder Email 2 (Web Survey with Link)

XX/XX/20XX

To: **[SELECTED SFA DIRECTORS]**

Subject: Second Reminder for the Study of School Food Authority (SFA) Procurement Practices

Dear **[FIRST NAME] [LAST NAME]**:

This is a reminder to complete the SFA Procurement Practices Web Survey as soon as possible. You are the voice for SFAs like yours, so your response to this study is especially important.

Completing the web survey online is easy. If you choose, you can complete part of the web survey at one time, save your responses, and return later to complete and submit it. The survey can be accessed by clicking this link: **[Unique Link to survey]**. For your convenience, this unique URL will open directly to your SFA's web survey and does not require any login information.

If you have any questions or concerns, please do not hesitate to contact the 2M survey help desk by either calling (toll-free) **1-844-250-1911** or emailing sfaprocurement@2mresearch.com (or simply reply to this email). Someone will be available during normal business hours (9 A.M. to 5 P.M. CST, Monday-Friday) to take your call. If you call outside of this time, please leave a message and we will return your call the following business day.

We strongly urge you to complete the web survey by **[Month, Day, Year]**.

Thank you so much.

Sincerely,

Dr. Steven Garasky

Senior Study Director | 2M Research Project Director

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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-XXXX. The time required to complete this information collection is estimated to average three minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.