

APPENDIX D
COVER LETTERS

April 3, 2007

Dear Superintendent,

Please take a few minutes to direct this important survey to the correct person in your district

As you may know, recent legislation requires schools participating in the USDA school meals programs to establish a Local Wellness Policy. We know that many districts already have a local wellness policy approved by their school board, but may be in various stages of implementing the policy. We also know that some districts may be still working on their policy. No matter what stage you are in, we need to hear the thoughts and opinions of the district's local wellness policy leader; this could be you, the assistant superintendent, a school administrator or staff member, a community member or someone else. Their participation by sharing their thoughts and opinions ensures that the survey is representative of Illinois schools. We are surveying other influential staff in regard to policy development in other surveys.

The purpose of this statewide needs assessment survey is to determine how state agencies and organizations can best meet YOUR district's local wellness policy development, implementation and evaluation needs. None of the information released will identify individual respondents, schools or districts.

This survey is funded by a USDA State Agency Local Wellness Policy Training grant awarded to the Illinois State Board of Education and is being implemented by the Illinois Nutrition Education and Training Program in collaboration with the Action for Healthy Kids-Illinois Team. Both organizations are not-for-profit entities that provide free and low-cost training, resources and technical assistance to schools in support of children's health.

The Public Opinion Laboratory (POL) at Northern Illinois University has been contracted to conduct this statewide needs assessment survey. The survey should be returned in the postage paid envelope provided. The number on the survey allows POL to reach those who have not yet returned the questionnaire.

Please feel free to contact me at (800) 466-7998 or email me at drees@kidsroe.org with any questions regarding the statewide survey.

Sincerely,

A handwritten signature in black ink that reads "Deborah Rees". The signature is written in a cursive, flowing style.

Deborah Rees, RD, LDN
Supervisor

April 3, 2007

Dear Foodservice Director,

Please take a few minutes to complete this important survey.

As you may know, recent legislation requires schools participating in the USDA school meals programs to establish a Local Wellness Policy. We know that many districts already have a local wellness policy approved by their school board, but may be in various stages of implementing the policy. We also know that some districts may be still working on their policy. No matter what stage your district is in, we would like to know your thoughts and opinions as a school foodservice director. Your participation by sharing your thoughts and opinions ensures that the survey is representative of Illinois schools. We are surveying other influential staff in regard to policy development in other surveys.

The purpose of this statewide needs assessment survey is to determine how state agencies and organizations can best meet YOUR district's local wellness policy training and resource needs. None of the information released will identify individual respondents, schools or districts.

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Sincerely,



Deborah Rees, RD, LDN
Supervisor

April 3, 2007

Dear Principal,

Please take a few minutes to direct this important survey to the correct person in your school

As you may know, recent legislation requires schools participating in the USDA school meals programs to establish a Local Wellness Policy. We know that many districts already have a local wellness policy approved by their school board, but may be in various stages of implementing the policy. We also know that some districts may be still working on their policy. No matter what stage you are in, we need to hear the thoughts and opinions of a classroom educator in your school that will be directly responsible for implementing the nutrition education goals of your local wellness policy. This could be a health teacher, classroom teacher, family and consumer science teacher, school nurse, or another staff member involved in classroom instruction. Their participation by sharing their thoughts and opinions ensures that the survey is representative of Illinois schools. We are surveying other influential staff in regard to policy development in other surveys.

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Sincerely,



Deborah Rees, RD, LDN
Supervisor