

Recollect Information Inquiry Email Template

To: HEAL - playeveryday@uwo.ca

Subject: Recollecting information for our STP at <INSERT SCHOOL NAME HERE>

Attachments to include:

- Completed School Profile
- Completed Class Breakdown
- School logo

Email Template:

Dear HEAL,

Our STP team, at <INSERT SCHOOL NAME HERE>, is ready to move to the Recollect Information phase of the STP program. We are emailing you to begin coordinating the data collection.

Our data collection process will include family & youth surveys and < **SELECT OPTION(S) FROM LIST: 3-DAY TRAFFIC COUNT & OBSERVATIONS TASK LIST, 1-2 DAY TRAFFIC COUNT & OBSERVATIONS TASK LIST, HANDS-UP SURVEY TASK LIST, TRAFFIC OBSERVATIONS TASK LIST, BUS TALLY TASK LIST**>.

Our anticipated timeline is below:

- Handing out family invitation letters (including survey link) – Week of <INSERT PREFERRED DATE HERE>
- Initial due date for family surveys – Week of <INSERT PREFERRED DATE HERE, about 1 week after invitation letters are sent home>
- Extended due date for family surveys – Week of <INSERT PREFERRED DATE HERE, about 1 week after initial due date>
- Youth Survey date (in school) – Week of <INSERT PREFERRED DATE HERE, about two weeks after extended due date>
- <TRAFFIC COUNTS AND OBSERVATIONS - INSERT OPTION SELECTED> - Week of <INSERT PREFERRED DATE HERE>

I look forward to hearing from you in the coming weeks.

Regards,

<INSERT NAME HERE>