

Letter of Agreement for Participating Sites
Registered Dietitian (RD) Parent Empowerment Project
Helping Parents Ensure Healthy Eating and Physical Activity for their Families

The RD Parent Empowerment Program consists of four monthly parent workshops designed to help empower parents to be healthier role models. The program was developed by the Academy of Nutrition and Dietetics Foundation in collaboration with Healthy Children, Healthy Futures, through an educational grant from MetLife Foundation.

Thank you for supporting the RD Parent Empowerment Program at your site. Your site and the parents that participate will have immediate benefits that include:

- The site will receive a four-part series of nutrition workshops free for parents, led by a Registered Dietitian and held at the site.

Letter of Support/Agreement

This Letter of Agreement is intended to set forth the general terms and conditions under which _____ (*Name of Site*) will implement the RD Parent Empowerment program. The parties acknowledge that the terms set forth below constitute good and valuable mutual consideration. The parties agree to the following:

_____ will provide the site with a licensed, registered dietitian (RD) assigned to your school to complete the following tasks:

- Collaborate with site coordinator or program liaison and site director to recruit parents for the workshop sessions.
- Meet with a small group of (3-5) parents to determine parent interest, identify parent recruitment strategies, and to plan sessions.
- Conduct workshop series of four sessions for parents and work individually and in groups with parents through coaching to accomplish goals.

_____ (*Name of Site*) commits to the following:

The following individuals acknowledge their authority to execute this agreement on behalf of the respective parties and hereby authorize this letter of agreement.

Site commitment:

Director will:

- Support and promote the program.
- Assign a program liaison /parent staff coordinator as contact person that serves as liaison to school and its supporting staff and RD.
- Attend (when possible) any of the workshops or events led by the RD.

Liaison/Parent Staff Coordinator in cooperation with the RD will:

- Participate in activities outlined as part of grant timeline and work with RD to promote the success of the program.
- In coordination with the RD, help recruit parents.
 - Recruit a small group of active parent leaders (3-5) and schedule a meeting with the parent leaders, yourself, and RD. At this meeting parents will be asked to provide input

on special needs of parents in school relating to nutrition and brainstorm parent recruiting strategies for the workshops.

- Encourage all parents to attend workshops.
- Provide copies of promotional flyers and monthly reminders to main office, teachers and other school staff to promote sessions to parents.
- Attend (when possible) any of the workshops or events led by the RD.
- Secure appropriate space for workshops.
- Plan with RD the notices to be sent out to the parents and distribution plan, i.e. posting on website, cable network, via parent organizations and other groups.
- Facilitate recruitment of potential parent workshop attendees, and participate in program planning.

For Site: Director _____
 Site _____

 Address _____

If you agree to the terms and conditions set forth above, please sign the agreement and email to _____ . Thank you for the opportunity to help create healthier lifestyles for children and their families.

Sincerely,

I agree to the terms set forth above:

Site Director

Date