

# Youth Physical Activity Screener Administration Protocol Pre and Post Survey (Versions 115 and 116)

## Planning & Preparation

- The surveys are in Scantron® (bubble sheet) format and can accept **pen (blue or black ink only) or number 2 pencil**.
- Bring pens and pencils with you for respondents.
- Be sure barcodes are placed on surveys before administration. Barcode instructions and templates can be found in the Partner Portal Evaluation section.

## When to Administer

- This survey is only for youth in grades 4 and higher. For summer programs, youth should have completed 3<sup>rd</sup> grade.
- Pre- and post-surveys should coincide with the schedule of your direct education.
- Plan on up to 20 minutes at the beginning of the first session and 20 minutes during the last session to administer surveys.

## Matched Pairs

- To the greatest extent possible, the goal is to collect pre- and post-surveys from the same participants. This isn't always doable, but we ask that you do your best to collect matching pre- and post-surveys from the same individuals whenever possible. Matched surveys allow us to reduce the variability in the data and make more precise comparisons with fewer subjects.
- Demographic data is collected on both the pre- and post-surveys, which is how we match pre-and post-surveys to the same participant. This way participants' names aren't collected, to help ensure their privacy. So, it's very important for the demographic data to be completed accurately so the matching process can occur.

## Administration

- To ensure data collection is not jeopardized it's important to administer surveys consistently to all groups and to remain neutral in presenting the survey and answering any questions that arise.
- If multiple people will be administering surveys, they should all be trained on appropriate and consistent administration.
- We can't assume participants can read it on their own, so please **read items and responses aloud** to the group.
- When you administer the survey, do not prompt by telling them what the words or phrases mean (you can do that after).
- Tell participants to select the best answer for them, but that they can leave the answer blank if they don't know which response to choose.
- Have a copy of the survey available for yourself to be able to read questions and answer options from.

## Introduction

- You should include an introduction for respondents before handing out surveys. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is also included at the top of the survey.
- Text in italics can be read aloud.

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We are trying to find out about your level of physical activity in the last week. Please make sure to read every question carefully and fill in only one response per question, unless otherwise noted. There are no right or wrong answers so please answer all of the questions as honestly and accurately as you can. Your answers are voluntary and will be kept private.

Fill in the ovals completely using a no. 2 pencil or a pen with blue or black ink. Fill in the oval boxes completely and do not scribble or make any other marks on the survey. Please do not bend or fold the survey. Remember to fill out both sides of the survey. I will now read all questions and answers on the survey out loud. Please raise your hand if you need help or have a question.

- The first question is...
- The first answer is...
- The other answer choices are... [Follow this procedure for items 1-10 of the survey.]
- For demographic questions: *Now it's time to tell us about yourself.* Please fill in the circle for the answer that you most identify with. For birthday, it is the month and day of the month (not year) you were born.
- For summer programs, have them choose the grade they will be going in to unless they just completed 12<sup>th</sup> grade, in which case they can select 12<sup>th</sup> grade.

Thank you for taking the time to complete this survey.

## Returning Completed Surveys

Collect surveys, and mail to the Michigan Fitness Foundation with a cover sheet for scanning.

