

# Parent Survey

## Online Administration Protocol

### Planning & Preparation

- The survey is formatted online and can be taken on a phone, tablet, or computer.
- Test the link before you need to use it in programming.
- If there are technical issues, please contact your MFF evaluator.

### Administration

- This survey should only be used with parents of children in grades Pre-K through 2<sup>nd</sup> grade.
- If a parent/guardian has more than one child in a program, they should only answer for one child.
- This survey is post only and should only be sent at the end of the SNAP-Ed intervention.
- Participant survey responses are automatically recorded through Qualtrics® XM and sent to MFF. No further action will be needed to submit.

### Distribution Strategies

- Discuss with your team which distribution strategies might work best for your program.
- The survey can be sent to participants through a variety of methods. Try to match the way that the teacher or community partner interacts with participants' parents:
  - School website or blog
  - Teacher weekly update newsletters
  - Online platform links
  - E-mail
- Include an explanation of what the survey is and how it will be used:
  - We're collecting feedback on the SNAP-Ed program your child participated in, where they learned about healthy eating and being active.
  - Target due date (recommend about one week)
  - Surveys will be kept private and only looked at in summary with surveys from other parents
  - A SNAP-Ed program staff member to contact with questions.
- Have a reminder sent around the due date.
- Understand classroom and school calendars to understand possible barriers with holidays, state testing, etc. and make a plan on any adjustments to *when a survey is sent, when you ask for it to be completed by, and when you send reminders.*