

# Fruit and Vegetable Screener for Youth

## Scantron Administration Protocol

### Pre and Post Survey (Versions 103 and 104)

#### 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 6 through 12. For summer programs, youth should have completed 6th 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 possible, 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 assess change from pre to post surveys.
- 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 are not 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 & Instructions

- 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.

*The following questions ask you about food you ate or drank during the past 7 days. Think about all the meals and snacks you had from the time you got up until you went to bed. Be sure to include food you ate at home, at school, at restaurants, or anywhere else.*

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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 black or blue ink pen or a no. 2 pencil and do not scribble or make any other marks on the survey. Please do not bend or fold the survey. Remember to fill all three pages 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 choice is...
- The other answer choices are... [Follow this procedure for all items on pages 1 and 2.]
- Page 3: 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 example, if you were born on January 10th, you would pencil in January for the month, a 1 in the left column and a 0 in the column on the right.
- For age, fill in the circles for your age. For example, if you are 12, you would pencil in a 1 in the left column and 2 in the column on the right.

NOTE: For summer programs, have them choose the grade that they just completed.

- For middle initial, fill in the circle for the first letter of your middle name. If you do not have a middle name, you can skip this question. If you have more than one middle name, you should fill in the circle for the first initial of your first middle name.
- 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.

