

Parent Survey

Online Administration Protocol

Post-only survey

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 Pre-K through 2nd grade.
- It contains five questions.
- If a parent/guardian has more than one child in a program, they should only answer for one child. Part of the instructions includes asking them to complete the survey for the child with the birthday month and day closest to today's date.
- 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.*