

# Survey Handling Guidelines

## DO

- **Use barcode labels on all MFF Scantron® surveys.**

*Why?* Barcode labels should be used on all Scantron® surveys. This enables survey data to be analyzed by intervention.

- **Include a Scanning Cover Sheet when sending surveys in for scanning.**

*Why?* We receive thousands of surveys to scan throughout the program year. If you don't identify surveys as yours with a cover sheet, we will not know which organization or program the data is for after scanning.

- **Remind participants not to draw between the marks along the side and top of the survey.**

*Why?* The marks (called timing and form ID marks) are used by the scanner. If there is writing on them, the scanner does not recognize the form and therefore will not scan it.

- **Do make a copy of the cover sheet and keep the package tracking information for your records.**

*Why?* Keeping a copy of the cover sheet and the package tracking information will help you track the surveys in the event they are not reported as not being received by MFF.

- **Do send surveys in using the following address:**

<i>When shipping via USPS only, mail surveys to the PO Box address.</i>	<i>When shipping via UPS or FedEx, mail surveys to physical address*. UPS and FedEx will not ship to a PO Box address.</i>
Michigan Fitness Foundation PO Box 27187 Lansing, MI 48909 Attn: Scanning Services	Michigan Fitness Foundation 2843 Eyde Parkway East Lansing, MI 48823 Attn: Scanning Services

**\*Office will be moving to this address. Verify mailing address before labeling package.**

## DO NOT

- **Do not staple, fold, paper-clip, or photocopy surveys.**

*Why?* The scanner does not like staples or paperclips, nor does it like holes left by staples or marks left by paper clips. Further, photocopies of surveys will not scan.

- **Do not place multiple, overlapped barcode labels on your surveys.**

*Why?* Placing multiple labels over top of one another on a survey makes it more difficult for the survey to run through the scanner, and in many cases, prevents it from running through. Place only one label on each survey.

- **Do not wait and send all surveys at once at the end of the program year.**

*Why?* It takes longer to process bulk shipments of surveys and can result in delayed data.