

Program Evaluation (Youth)

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/QR code before you need to use them in the last lesson.
- If there are technical issues, please contact your MFF program manager/evaluator.

When to Administer

- This survey should only be used with children/youth in grades 3 through 12. For summer programs, children should have completed 3rd grade.
- This survey should be taken during the last lesson in the series, after all instruction is completed.
- Plan 15 minutes during the last lesson to have participants complete surveys. It's important to provide time within the session to get better completion rates.
- Send the link/QR code to participants at the beginning of the allotted in-lesson time in an e-mail or through a virtual platform, like a chat or message function.

Administration

- To ensure that data collection is not jeopardized it is important to administer surveys consistently 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 the survey 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.
- 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.
- They will be able to move forward with the survey if they have an unanswered question by using the forward arrow after each question.
- Have a preview copy of the survey available for yourself to be able to read questions and answer options from.

Introduction

- You should include an introduction at the beginning when you send the link/QR code. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is included at the beginning of the online survey.
- Text in italics below can be read aloud.

*Now that we have finished the lessons, it's time to fill out a survey. **Please click the link/use the QR code that I just sent to open the survey.** You should see 'Program Evaluation – Youth' at the top.*

We want to know what you thought about the lessons and will use your responses to make the lessons better for others in the future. Please make sure to read every question carefully and choose only one response per question, unless otherwise noted. Pick the most honest answer from the choices. Please do not write your name or anything else on the survey, just your answers. Your responses will not be connected to you and are not shared with teachers or parents. Do you have any questions?

I will now read all questions and answers on the survey out loud. Please let me know if you need help or have a question.

Program Evaluation (Youth)

Online Administration Protocol

Post-only survey

- *The first question is, “Did you enjoy the lessons about food and healthy eating?”*
- *The response choices are: “Yes, a lot”, “Yes, some”, or “No.”*
- *When you have finished answering this question, click on the blue forward arrow at the bottom of the screen. If you need to go back to a previous question, use the back arrow at the bottom of the screen. [Follow this process for all items through question #8.]*
- *For question #9: there are several answer choices, and you should select all that are true for you. I will read through the list and pause for you to click on any answers that apply to you at this time. I am: eating more fruit; eating different fruit; [read through the remainder of the list]. Move forward to the next question when you’re ready.*
- *For question #10: there are also several response choices. Please select all that you plan to do more often because of lessons. I plan to: [read through each response option].*
- *The next question asks your grade. Choose from the dropdown menu what grade you’re in. If it is summer, please choose the grade you just finished.*
- *Click on the blue submit button at the bottom of the screen when you are finished.*
- *Thank you for taking the time to complete this survey. Once you see the screen that says, “Thanks for taking this survey!” You may exit your browser.*

Returning Completed Surveys

Participant survey responses are automatically recorded through Qualtrics® XM and sent to MFF. No further action is needed to submit.