

Program Evaluation (Youth) 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 them in programming.
- If there are technical issues, please contact your MFF evaluator.

When to Administer

- This survey should only be used with youth in grades 3 through 12. For summer programs, youth should have completed 2nd grade.
- Schedule 20 minutes during the last session to have participants complete surveys. It's important to provide time within the session to get better completion rates.
- Send the link to participants at the beginning of the allotted in-session time in an E-mail or through the 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 arrows after each question.
- Have a 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. 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.

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Now we're going to fill out a survey. **Please click the link I just sent to open the survey.** You should see an instructions page.

We want to know what you think about this program. Please make sure to read every question carefully and choose 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 and not shared with teachers or parents.

- Before we start the survey, let's answer together how you got this program. Instruct participants which answers to select based on how the program was delivered over the course of the series.

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.

- Please click the blue button with the arrow to get to the first question.
- The first question is...
- The first answer option is...
- The other answer choices are...
- Click on the choice that best describes how you feel.
- When you have finished answering this question, click on the blue arrow at the bottom of the screen. [Follow this procedure for all items through question number 14.]
- The next question asks your grade. Choose from the dropdown menu what grade you're in.
- When you have finished answering the last question on this page, click on the blue arrow at the bottom of the screen.
- Thank you for taking the time to complete this survey. Once the you see the screen that says, "Thanks for taking this survey!" You may exit your browser.

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