

# That's Me: My Choices Administration Protocol Schools and Communities (Version 525)

## Planning & Preparation

- The surveys are in Scantron® (bubble sheet) format and can accept **No. 2 pencil**.
- Bring No. 2 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 children in grades 3 and higher. For summer programs, children should have completed 2<sup>nd</sup> grade.
- This survey should be taken **during the last lesson** in the series.
- Plan on up to 20 minutes during the last session to administer surveys.

## 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

- 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.
- Some word choices might be more appropriate when providing the survey in school settings or community settings, so feel free to adapt appropriately. For instance, referring to the child's *class* or *group* and whether you refer to when they *started the nutrition lessons, at the beginning of the school year, at the beginning of XX summer camp*, and so on.

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*We are going to do an activity about foods and what you eat. We use your answers to make the program better for other kids. This is a no-talking activity. Raise your hand if you need help or have a question. Fill in the ovals completely using a no. 2 pencil, do not scribble or make any other marks on the survey, and please do not bend or fold the survey. If appropriate say: As I read, follow along with your finger.*

- Find the number “1a” on your paper (point). It says, “I ate healthy foods.” Right under that find where it says “Before Nutrition Lessons” in the blue-shaded area. Think back to before I came here to talk about healthy eating with you and pick the best answer.
- The first answer choice is “most or all of the time” (point). Fill in the first circle if you ate healthy foods most or all of the time before these lessons started. The second answer choice is “sometimes”. If you ate healthy foods sometimes, fill in the circle next to “sometimes” (point). If you ate healthy foods a little or none of the time, fill in the third circle (point).
- After children finish 1a: Find “1b” in the white area (point). Now answer for how often you eat healthy foods now. If you eat healthy foods most or all of the time, fill in the top circle. If you eat healthy foods some of the time, fill in the middle circle. If you only eat healthy foods a little or none of the time, fill in the bottom circle.
- Repeat for items 2-13. If your group has difficulty with this process, you can shorten the survey. The most important items for them to fill out are #6 and #13.
- Now it's time to tell us about yourself. Fill in the circle for boy, girl, not listed, or prefer not to answer. (point). If you selected not listed, you can write in your preference on the line.
- Next to that is a place to tell us how old you are. Find your age and fill in the circle next to it. Then find the grade you are in and fill in the correct circle.
- NOTE: For summer programs have them choose the grade they just finished.
- Now I am pointing to a place on the paper that asks if it was easy or hard to remember back to before the lessons to choose answers. If you thought it was easy, fill in the circle next to “easy;” if you thought it was hard, fill in the circle next to “hard” (point).
- Thank you for taking the time to complete this survey.

## Returning Completed Surveys



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Collect surveys, and mail to the Michigan Fitness Foundation with a cover sheet for scanning.

The image shows a thumbnail of the survey form. It contains several sections with multiple-choice questions. The questions are numbered 1 through 10. Each question has three options labeled A, B, and C. Below the questions is a section titled 'Tell Me About Yourself' which includes fields for 'How old are you?' and 'How tall are you?'. There is also a section for 'Your Choice Label' with a box for 'Name' and a box for 'Phone'.