



OFCY Youth Survey –FY2015-2016 Administration Guidelines



Thank you for participating in the OFCY youth survey! The youth surveys are a very important source of information that helps OFCY understand and evaluate its performance, and they are a useful tool for improving the services OFCY provides to its participants. Survey administration should be easy.

Q. Who should take the survey?

All youth who attend your program regularly - in grade 3 and above - should take a survey, including those who complete or exit the program before the end of the program year.

Q: How many surveys should I try to return?

Sites are encouraged to work toward a 60% or greater participation rate. Depending on the number of youth in your program, the number of surveys could vary considerably. Please try to survey as many active participants as you can.

Q: When are surveys due?

For year-round programs, surveys are due by **Friday, May 26**. Surveys are due on a rolling basis for programs that enroll participants in multiple cohorts throughout the year. For all programs, we encourage you to submit surveys as soon as you collect them from your participants.

Q: Can I get help printing surveys?

If your program needs assistance printing surveys, please let Shelley Kuang (shelley_kuang@spra.com) know as soon as possible, and we will arrange to send hard-copy surveys to your program. If you would like to administer a web version of the survey, please let Shelley know, and she will provide you with a link.

Q: What if my participants do not read English well?

Surveys are available in English and Spanish. If you find that you need surveys in another language, let Shelley Kuang (shelley_kuang@spra.com) know, and she will provide language translations.

Q: How should the survey be administered?

There are different ways to administer the survey, and you will know the best way to do it in your program. Below are general guidelines, but we understand that the circumstances of your program may require them to be modified.

Two different approaches to administering the survey:

- When the participant arrives at the program, let him/her know that the survey is available, and have him/her find a quiet place to fill it out.
- Have staff set aside 10 minutes at the beginning or end of an activity to have a whole group fill out the survey at the same time.

Tips and suggestions:

- Ensure that the participant fills the survey out in a suitable setting (i.e., free from distractions).
- If possible, do not hand out surveys for participants to fill out at home. This will help to ensure that the surveys are returned in a timely fashion.

- Make the survey available to participants on more than one date to ensure that the largest number of participants have an opportunity to complete the survey.
- Ensure that the participant understands everything s/he needs to in order to complete the survey (if the youth is 13 or younger, it may be important to go over the survey carefully with him/her to make sure s/he understands what to do). DO NOT, however, have the participant fill out the survey while you are sitting with them.

Q: How can we make sure participants feel comfortable providing honest answers?

To respect confidentiality, here are several steps to follow:

- Please tell the participants that they do not need to put their name on their responses, that their responses will be kept confidential, and that no one from the program will read their individual survey.
- If you have a group of participants filling out the survey on-site, please leave the room while they complete the survey and designate a leader to collect completed surveys from the group and seal them in an envelope. The leader should count the number of completed surveys and write that number on the outside of the envelope.
- If participants are filling the survey out one-by-one, please give them individual envelopes in which they can seal their surveys before returning them.

Q: How should I return the surveys?

Please fill out the provided coversheet and include it with the surveys you submit. Completed surveys should be returned in person or mailed to:

**Shelley Kuang
Social Policy Research Associates
1333 Broadway, Suite 310, Oakland, CA, 94709.**

NOTE: IF YOU MAIL THE SURVEYS, PLEASE USE A METHOD THAT REQUIRES A SIGNATURE FOR DELIVERY.

Q: How will the surveys be used?

All data compiled from the survey will be used to inform the annual evaluation report of OFCY grantees. Survey results will be included the program profiles for each grantee.

Q: What if I have questions about the survey?

If you need any assistance with the survey administration, please contact Shelley Kuang at shelley_kuang@spra.com or at (510) 788-2467.

THANK YOU!