



## **Survey Coordinator Instructions Regarding: Assembling Survey Materials and Administering the Survey**

Hello, and welcome to the 2013 Pennsylvania Youth Survey (PAYS) Project! We are happy to be collaborating with you for this very important survey. We appreciate your time and effort in coordinating this year's survey administration. We have put together a quick list to help you in preparing for this year's survey. The following instructions outline:

- ❖ The materials you are receiving
- ❖ How to assemble the survey materials for every classroom participating in the survey
- ❖ How to follow-up with missing survey information and return your district's completed surveys to Bach Harrison, L.L.C. for scanning and reporting

***NOTE: If you are a district-level Survey Coordinator who has identified several School-Level contacts to assist with packaging/distribution/return of survey materials, please also supply them with a copy of these directions.***

We hope that these guidelines will help your preparation go smoother. Please feel free to contact Project Director Mary Johnstun via phone or email (801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com)) if you have any questions about this process.

### **Contents of this Box:**

In this box, you will find the materials the school will need for the Pennsylvania Youth Survey Project. These include:

- ❖ Envelopes with blank summary information printed on them (one for each classroom)
- ❖ Pennsylvania Youth Survey Booklets (one per student)  
NOTE REGARDING SPANISH FORMS: A Spanish version of the PAYS has been developed. If your district or school needs Spanish forms, please alert Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) or 801-842-2682 as soon as possible. She will email you a copy of the form that can be printed at your convenience or the convenience of your schools. If a school requires a large number of forms and would prefer to not incur those printing costs, please let Mary know and she will ship forms to you.
- ❖ PAYS Classroom Proctor Instructions/Script for Teachers (one per teacher)
- ❖ Pre-paid FedEx Ground Return Address Labels for returning completed and unused survey materials

**NOTE: You may want to keep the box that survey materials were mailed in and use it to return the completed surveys to Bach Harrison, LLC. However, you are welcome to return the materials in any other box or package.**

# Create School-Level Survey Bundles

(For district-level Survey Coordinators who are working with school-level Point Persons)

If you are a district-level Survey Coordinator who has identified school-level coordinators to assist with surveying, please remove all materials from your box and create a school bundle of survey materials for each of your contacts. Each school will need enough surveys to cover their enrollment in surveyed grades, enough envelopes to assure that each teacher gets one, enough teacher scripts for each teacher to have a copy, and one pre-paid return label.

## Assembling Classroom-Level Packets Before the Survey

Please take care in preparing the packets for each classroom. Doing this will help to ease the burden in survey administration for each school, ensuring high quality student data for your district. The steps for assembling the packets are as follows:

1. Remove all materials from the box.

Refer to the enrollment information you have gathered for the selected classes for information on the number of survey booklets you will need to put in each teacher's packet.

**[NOTE: UNLESS OTHERWISE SPECIFIED BY YOUR DISTRICT/SCHOOL ADMINISTRATOR, THIS SURVEY IS TO BE ADMINISTERED TO ALL 6<sup>TH</sup>, 8<sup>TH</sup>, 10<sup>TH</sup>, AND 12<sup>TH</sup> GRADE STUDENTS IN EACH PARTICIPATING SCHOOL. THE SURVEY WILL TAKE APPROXIMATELY 45-50 MINUTES TO COMPLETE.]**

2. Using the enrollment information you gathered as a guide, make sure that each survey envelope is packed with the proper survey materials.

Each classroom packet must contain within the envelope:

- ❖ 1 one-page sheet of instructions for teachers to read to the students at the beginning of the survey class period.
- ❖ Survey Booklets (one for each student in grades 6, 8, 10, and 12).

3. Please notify Mary Johnstun via phone or email (801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com)) if you don't have enough materials or if you are missing any materials.
4. Attached to these instructions are AUN numbers for each district/school in the State. You will need to find a way to notify each teacher of their district's AUN ID and school building number so they can properly record those numbers on their survey envelopes.

Following are some ideas for accomplishing this task:

- 1) Writing the appropriate IDs on each packet for teachers or creating labels with the numbers and sticking those labels to the outside of the envelope.
- 2) Creating an ID Sheet containing the appropriate ID number for the school in question for each teacher's survey packet.
- 3) Through use of in-office memo or email.

## Tips for Survey Completion, for Survey Coordinators:

- In-depth survey planning/scheduling information can be found in the Survey Coordinator Training Packet. However, as follows are a few reminders regarding scheduling of survey dates:
  - Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days.
  - Avoid standardized testing days, partial days, and day in which many students will be gone.
  - Avoid peak days during hunting season or sporting seasons, as many students tend to be absent on these days.
  - At each school, choose only one day in which the survey is to be administered. Schools within a district can choose different survey dates, but each school should wrap up their survey on the one day that is selected.
  - It is also helpful when scheduling times for administering the survey, to come up with a back-up date. That way if it falls through for one reason or another, you have a back-up date already planned.

## Administering the Survey

1. When you are ready to distribute the survey packets, create a means of tracking survey packets and completion rates for each school building. Ideally, it would be great if you could keep track of when packets were distributed to teachers, when they were picked up, and when they were mailed. Record the date that the packets are delivered to each school and the date that you are to pick them back up again.
2. Distribute the packets to each school and/or teacher at least two days before the survey date. Remind each school of their survey date and survey procedures. Set a date and time in which you will be in the school to pick up the materials. Make yourself available to school staff and teachers to answer any questions about the survey. Also, please find a way to notify each teacher of their school district and school building numbers so they can properly record those numbers on the outside of their envelopes.
3. Return to the school to pick up completed survey materials on the day that the survey is to be administered.
4. Go through materials completed on the survey date, organize the survey packets, and make sure that each packet (at minimum) contains the district name, school name, AUN, and teacher name. This step is crucial to ensuring that Bach Harrison can correctly appropriate returned surveys to the correct schools. Follow up with individual teachers if necessary.
5. Put all completed packets in an appropriately-sized box.
6. When all the classroom packets are gathered and doubled checked, please return completed survey materials to Bach Harrison L.L.C. via the following methods:

## Process for Shipping Completed and Unused Surveys

1. Either use the box that the survey materials came in or another suitable box.
2. Put all completed classroom survey packets (along with all unused materials) in the box. Seal tightly.
3. Place the enclosed, red prepaid FedEx Ground mailing label on the box. If you have more than one box to send, use one label for each box.
  - a. Keep the label-backing for information on how to arrange for a FedEx Ground pickup.
  - b. Also keep an account of the Shipper Receipt number and information (found at the top of the red prepaid label) for tracking purposes.
4. Arrange for a Fed Ex pick-up by calling 1-800-Go-FedEx (800-463-3339), or drop the package off at any Fed Ex mailing station or FedEx/Kinko's/FedEx Office Store.
5. When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (i.e. teachers, aides, office staff, etc.) that helped with the survey process.

## THANK YOU FOR YOUR HELP AND SUPPORT!

If you have questions, contact Pennsylvania Youth Survey Project Director Mary Johnstun via phone or email (801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com)).

**<<WHEN YOUR SURVEY FORMS ARRIVE, THIS DOCUMENT  
WILL ALSO HAVE THE DISTRICT/SCHOOL ID HANDOUT  
ATTACHED. TO SEE A COPY OF THAT HANDOUT BEFORE  
YOUR MATERIALS ARRIVE, PLEASE CONTACT MARY  
JOHNSTUN.>>**