

OBJECTIVES:

Youth will learn how to create a survey and develop a draft survey protocol.

MATERIALS AND PREPARATION:

- Butcher paper, tape, and markers.
- Paper, pens, and clipboards.
- Index cards.
- Copy *Types of Survey Questions* (Master Copy 3.17a) before the session: one copy for each participant.
- Copy *Survey Protocol Worksheet* (Master Copy 3.17b) before the session: at least two copies for each participant.
- Copy *Survey Tips for School Settings* (Master Copy 3.17c) before the session: one copy for each participant.
- On a piece of butcher paper, write the four categories of survey questions with room under each category to record sample questions.

I. OPENING: ATTENDANCE, SNACKS, ANNOUNCEMENTS, AGENDA OVERVIEW (10 MINUTES)

Opening Statement (Around the World): What was the best gift you've ever received? Why?

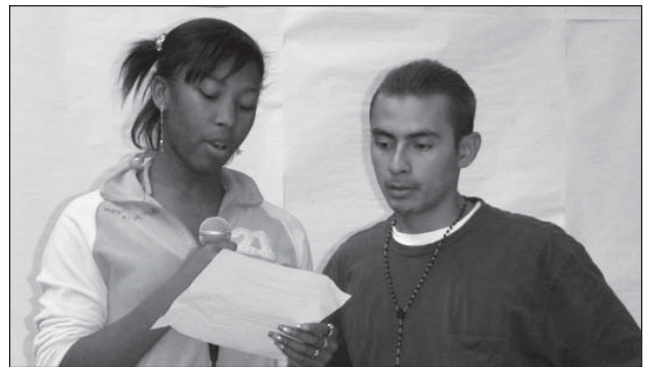
II. WARM UP: STAND UP IF (10 MINUTES)

Ask students to stand up if they have ever:

- Been upset with a family member.
- Wanted to buy something they couldn't afford.
- Voted in a political election.

Ask youth to sit down after each question. Point out that what you are doing is surveying the group. When students stood up in answer to a question, they basically took a survey, using their bodies instead of writing their answers down on a piece of paper. Ask youth for some "stand up if..." examples related to the research topic(s) (e.g., stand up if you feel physically safe at school, emotionally safe at school, if you feel respected by adults). Explain that a survey is just another way to gather information using questions. Ask if anyone has another way of explaining what a survey is or does.

Survey Basics and Protocol Development



III. CREATE A SURVEY (55 MINUTES)

Step 1: Ask each person to write down two or three general questions that they could ask someone about their research topic (on index cards or paper). After youth have had a few minutes to write on their own, have them share out. List all the questions on butcher paper or the board.

Step 2: Pass out the *Types of Survey Questions* handout and review each question type:

- Yes or No
- Scale
- Multiple choice
- Open-ended

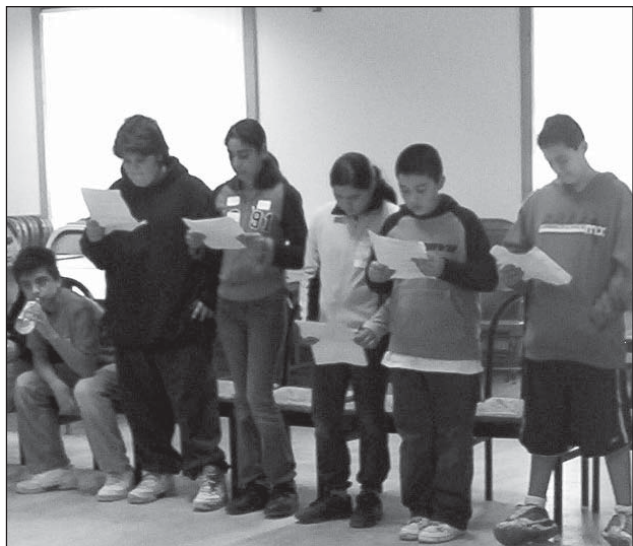
Step 3: Pass out the blank *Survey Protocol Worksheet*. Divide youth into pairs. Have each pair use a blank survey form to come up with survey questions in at least three of the survey question categories. They can use or revise the brainstormed questions or make up new questions.

Step 4: Using their newly created survey questions, have youth move about the room and find five different people to take their survey. Encourage students to ask each other questions and give feedback if a survey question is confusing. Have youth return to their pair and revise their questions according to the feedback they received, and then add at least one survey question to each category.

RESEARCH METHODS AND TOOLS

Session 17

90 minutes



IV. DEBRIEF AND FINALIZE SURVEY QUESTIONS (10 MINUTES)

Have one pair at a time read out their questions (by category) to the group. Have volunteers write the questions on butcher paper. (If possible, have four pieces, one for each type of question.) As you go around the room, have people add questions that have not yet been stated by another pair. After everyone has had a turn, ask if there are any additions.

V. CLOSING (5 MINUTES)

Closing Circle Statement (Around the World): Something I noticed today in this session...

Facilitation Tip:

- *If you plan to give your surveys to different categories of people, you may want to adjust the questions for different audiences, just like you did with your interviews. Collect background information at the end of the survey so you can compare how different groups of people think (e.g., age, ethnicity, neighborhood, school).*
- *See Survey Tips for School Settings for thinking about surveys up front (Master Copy 1.17c).*
- *It is OK to have the same question asked a little differently in two different places on the survey – this can actually affirm that the person's answers are serious. (If the person answers the questions the same, you know that they were paying attention and answering honestly; if the answers are different – perhaps the person was filling in answers randomly).*
- *After this session, an adult or youth volunteer can type all the questions into one survey, deleting or consolidating any duplicates. This way a draft of the survey can be brought to the next session for final revisions.*



Schedule 2 sessions here for youth to collect data!

Types of Survey Questions

THERE ARE GENERALLY FOUR DIFFERENT TYPES OF SURVEY QUESTIONS:

- Yes or No • Scale • Multiple Choice or Rank • Open Ended

Below are examples of each category from a survey about homelessness.

YES OR NO SURVEY QUESTIONS:

Have you ever been homeless? YES NO

SCALE SURVEY QUESTIONS:

My family worries about how to pay rent.	1 Not true	2	3	4 Very true
It is hard to find an affordable place to live in my community.	1 Strongly Disagree	2	3	4 Strongly Agree
I see homeless people where I live.	1 Usually	2	3	4 Never
How much of a problem is homelessness in this community?	1 Small	2	3	4 Big
There are a lot of services to support homeless people in my community.	1 Not True	2	3	4 Very True

MULTIPLE CHOICE OR RANK SURVEY QUESTIONS

What do you think is the most important solution to homelessness in your community? (Circle two)

- A) Lower rents C) More homeless shelters E) Better social services agencies G) Other: _____
 B) New public housing D) Guaranteed jobs programs F) More social service agencies

Rank the following solutions to homelessness (1 is the best solution, 6 is the worst solution):

- _____ Lower rents _____ More homeless shelters _____ Better social services agencies
 _____ New public housing _____ Guaranteed job programs _____ More social services agencies

OPEN ENDED SURVEY QUESTIONS

What do you think causes homelessness in your community?

Survey Protocol Worksheet

Circle a number that describes how much you agree with each statement using the scale.

1.	1 Disagree	2 Somewhat Agree	3 Agree	4 Strongly Agree
2.	1 Disagree	2 Somewhat Agree	3 Agree	4 Strongly Agree
3.	1 Disagree	2 Somewhat Agree	3 Agree	4 Strongly Agree
4.	1 Disagree	2 Somewhat Agree	3 Agree	4 Strongly Agree

For each question below, circle yes, no, or maybe

5. _____ ? Yes No Maybe
6. _____ ? Yes No Maybe
7. _____ ? Yes No Maybe

For the questions below, circle the option that best represents your opinion.

8. _____ ?
- a) _____
- b) _____
- c) _____
- d) _____
9. _____ ?
- a) _____
- b) _____
- c) _____
- d) _____

For the question below, write your opinion in the space provided.

10. _____

11. Your Age: _____ 12. Your Grade: _____ 13. Your Zip Code: _____
14. Your Race/Ethnicity: _____ 15. Female Male (Check One)



Tips for Surveying in School Settings

- ✓ Keep the survey short! The shorter your survey, the more likely it is that students will read it carefully and answer honestly. If the survey is too long, students may start randomly checking boxes just to get it done.
- ✓ Include a brief cover letter so students understand why the survey is important. This can help make sure that students take the survey seriously. This can be a short paragraph at the top of the survey.
- ✓ Provide translations of your survey as needed.
- ✓ Pilot the survey with a group of students outside of your group. This will let you know that the questions are clear and how much time it takes to complete it.
- ✓ Meet with the school principal and school leadership team to explain the goals for your project, how the survey will help to meet the goals, and to get permission to distribute the survey during class time.
- ✓ Ask the principal for time in a staff meeting agenda to share information about your survey and what you hope to find. This will let teachers know that the administration supports you and can increase buy-in to the project.
- ✓ Ask teachers to distribute surveys during class time. You can leave a cover letter and blank surveys in teacher boxes. Make sure you highlight the class period they should administer the survey and the due date! Make sure that you pick classes or teachers that will not result in students taking the survey more than once. This is important: If students take the survey more than once, your data will not be valid.
- ✓ Follow up with teachers! Remind them to give the survey, and thank them when they return the completed surveys.
- ✓ Alternatively, have your student leaders distribute the surveys directly to students during the same class period throughout the school. When students are available to explain why the survey is important and what the results will be used for, young people are much more likely to participate and provide their real opinions. Students can make “rounds,” starting one end of a hallway and moving down, returning to collect the surveys once they present to the last classroom.
- ✓ Share what you learn through a student forum. This will affirm that student participation made a difference and allow you to get feedback to your findings.