
WORKSHEET: SURVEY ADMINISTRATION PLANNING

Once you have finalized the content of your survey, you will need to determine the “when” and the “how” of survey administration. Use this worksheet to map out logistics.

1. Decide on the timing and mode of administration. Consider the following:

Survey Type (post-program, pre-/post-, or other):

Survey Timing:

Survey Format (print, online, or other):

If online, what utility (e.g. Survey Monkey, Google Forms, or other)?

If print, how will data entry be handled? What about analysis?

2. Create a timeline based on when you will administer your survey. Plan for both the advance work you will need to do (e.g. printing, parental consent) and the follow-up (analysis, reporting, and communication of results).

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
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3. Ensure that you have prepared all of the documents that support your survey using this Survey Document Checklist:

- ✓ Survey (print or online)
- ✓ Parent or guardian release (inform families that you are giving a survey for program evaluation and allow them to opt their child out if they wish)
- ✓ Instructions for survey takers (these can be on the survey itself)
- ✓ Instructions for survey givers, which include:
 - Details of when and how to give the survey
 - A script to read to survey takers
 - Instructions on how to answer survey takers’ questions (e.g. “You can define terms but please do not provide additional interpretation”)
 - What to do with completed surveys

4. Plan for the communication of survey results.

Think about the various audiences for your survey results and how you will share with them (for example, you might debrief with staff during a staff meeting, or send a special summary to families, or bring together young people to discuss interesting findings. Note your ideas below:

Stakeholder Group	When and How Survey Results will be Shared