

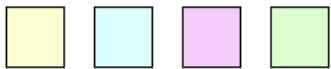
When should the surveys be administered?

Conduct the pre-survey and the post- survey on a day following a regular school day. Do not conduct surveys on a first day back to school after a weekend or holiday due to the food and activity recall questions. You want to conduct the pre and post on a day after the students have been in school the previous day in order to maintain consistent results for those questions.

How should I make copies?

Copy any two-page form, such as the pre and post forms for this project, on a single sheet of paper (front and back). Do **not** copy as two front-side only pages that are stabled together.

For clarify and ease-of-handling, you can copy the pretest and posttest on different color paper if you prefer but make sure you use light colors such as these:



What instructions should I give student in completing the survey?

Remind them of the marking instructions which are at the top of the survey (i.e., to completely fill-in bubbles). If they want to change an answer, mark an X through the first answer. They can use pen or pencil. Pen is actually preferable but both work fine.

Anything thing else I should be aware of at this point?

Yes, be sure you're giving the actual pretest form for the pretest; and the posttest form for the posttest. Wait to collect your posttest before sending in all forms. Be sure to have separate pre and post stacks for each Teacher/School combination.

After I gather the completed surveys, then what?

Review your pretest and posttest stacks. Remove any blank forms. Place forms consistently so they are all upright and front side (page 1) showing. Do a quick scan. If you see any marks that don't touch the bubble, fill it in.

Then send in the forms; do not sit on them. Keep the pretests and posttests in separate stacks by using clips or binders.

Complete a cover sheet in include with your pretest and posttest forms. Instructions and a link to the cover sheet can be found here:

<http://agrilife.org/od/evaluation/scan-forms/download-forms/cover-sheet-scan-forms/>

You can simple use the acronym, LGEG School Name Teacher Last Name for the title. For example,

LGEG Crockett Payne for teacher Ms. Payne at Crockett Elementary

Where do I send the forms?

The mailing address is at the bottom of the cover sheet.

When will I receive results?

Typically 2 to 4 weeks after the forms are mailed – sometimes sooner depending on the volume of forms the processing unit is dealing with at the time.