Ten Tips for Administering a Survey

- **Introduce yourself**. Explain that you're part of a school program and that you're working with other students in the program on a youth-led research project.

- **Introduce the project**. Respondents will want to understand the purpose of the survey. In a just a minute or two, you should address the following two questions: What is your research question? Why are you doing this project?

- **Ensure confidentiality**, by doing the following:
    - Emphasize that students do not have to write their names on this survey.
    - Explain that survey results will be presented on a group level, meaning that individual answers will not be shared with anyone.
    - Allow respondents to have a private way to return surveys, such as placing them in an envelope.

- **Explain consent**. Participation in a survey is always optional, which should be stated when introducing the survey. To encourage people to take our survey, we need to …

- **Build buy-in**. Our job is to explain why this information will be beneficial to have and what we plan to do with it, so that they will want to take part in the survey. Explain the end product and let the respondents know where they can go to see the final results of the research project.

- **Be prepared with materials**. Bring extra copies of the survey to ensure you have enough, and have extra pens/pencils on hand, in case any of the respondents don't have one.

- **Be present during the administration**, so that you're available to answer any questions about the survey. It's OK to clarify questions for respondents, but be careful not to give any suggestions about how they should answer when doing so.

- **Express appreciation**. Make sure to thank the respondents for completing the survey before you leave!

- **Keep a record**. After you've left a site, write down the name of the site and how many surveys were completed for your records.

- **Make copies of the surveys**. As soon as you have an opportunity to do so, make copies of the completed surveys, so that you have backups if any of the original survey forms get lost or damaged.