



## Youth Survey Check List

### COLLECTING CONSENT

- Collect permission forms from parent/guardian for youth under the age of 18.
- (Optional) Collect permission forms from youth ages 18 and up.

For organizations that will evaluate youth ages 11–13\*, Federal law **requires** organizations to adhere to one of the following:

- If youth 11– 13\* will be using the ONLINE system, submit scanned copies of parent/guardian permission forms to support@algorhythm.io.

**OR**

- Conduct surveys on PAPER that will later get entered by staff into the online system.

### SURVEY ACCESS

- PAPER: Download and print the PDFs from your site/group email. Be sure that you are using the corresponding email for the program, site, and group. Be sure to print enough copies for each member of the group, including the adult facilitator(s) (to provide support and answer youths' questions, as needed).

**OR**

- ONLINE: Forward appropriate links to each staff member at each site and/or group to use with youth. Be sure that you are using the corresponding URL from the email for the program, site, and group.

### ROOM SET-UP

- Provide a quiet, confidential space for youth to fill out the survey honestly.
- For online launch, upload the URL survey link on each computer so that it can be easily located by youth. To assist staff in charge of administration, this can be embedded in an email or placed in a Word document.
- Allocate enough time for youth to get settled, hear instructions, and complete the survey (at least 20 min. for core survey). For youth taking it online, ensure they have access to technology for the allotted time.
- If you need to offer special assistance, such as translation or oral review, be sure that you are ready to offer this effectively.

### COMMUNICATION

- If you have decided to use incentives, explain how and when youth will receive these incentives.
- All youth in the system will be identified by their first, middle (if applicable), and last initials combined with their birth date (day, month, year). Please be sure that youth have this information available to them and/or are aware of how to provide this information when they fill out the surveys.
- In order to ensure that youth understand why they are filling out the surveys, request that each staff member administering the survey reads the attached Youth Survey Administration Script aloud to youth.

*\*At this time the tool is not meant to be used with youth under age 11, the research is based on adolescents*