



Youth Survey Check List

COLLECTING CONSENT

- ❑ Collect permission forms from parent/guardian for youth 11 to 18 before they complete the survey.

For youth ages 11 to 13*, the Federal [COPPA](#) law requires organizations to adhere to one of the following:

- ❑ If youth 11 to 13 will be completing the survey ONLINE, you must submit scanned copies of the parent/guardian permission forms to support@algorhythm.io
- ❑ Conduct surveys on PAPER and have staff enter surveys.

SURVEY ACCESS

- ❑ **PAPER:** Download the paper survey and check the header/footer to make sure you have your correct paper version for the exact program/site/group. To assist youth in completing the survey, **consider adding in the survey date** (Q1) before printing/copying. Print enough copies for each youth and the adult facilitator(s) (to provide support and answer youths' questions, as needed). You may also **consider writing the initials and birthdates** on behalf of youth to ensure they are legible. The paper data entry link is the second link in the email. **AND/OR**
- ❑ **ONLINE:** Forward the appropriate email to the site/group leader; they must use the corresponding URL for their **exact** site/group (it will be displayed on the first page of the survey). Staff should print one copy of the PDF survey to be ready to answer any questions.

ROOM SET-UP

- ❑ Provide a **quiet, confidential space** for youth to complete the survey honestly.
- ❑ For online launch, open the correct email corresponding to the exact program/ site/group and **click to upload the survey link** to any internet accessible device. For easy access, keep a copy of the email open on the computer for re-launching or bookmark the link. AND/OR read out loud the bit.ly (shortened URL) to youth to enter into their own internet accessible device. Ensure the first page of the survey matches the youth's program, site and group.
- ❑ Provide youth with **enough time** to settle in, hear instructions and complete the survey (~30 minutes total, 10-15 minutes for the survey). For online, ensure youth have access to technology for the allotted time scheduled.
- ❑ If you need to offer **special survey assistance** (reading out loud, translation, etc.), be sure that you are ready to offer this effectively.
- ❑ **Have a plan** for youth who finish early.

COMMUNICATION

- ❑ In order to ensure that youth understand why they are filling out the surveys, the adult survey administrator should read the **Survey Administration Script** aloud to youth.
- ❑ For online surveys, have youth confirm that the first screen of the survey has the **correct program, site and group** before beginning.
- ❑ All youth in the system will be identified by their first and last **initials combined with their birth date** (month, day, year), which is required information. Please be sure any paper surveys are legible for data entry later by staff.
- ❑ Youth are allowed to skip any uncomfortable questions or ask for clarification from you.
- ❑ Thank youth for their honest responses!