

SURVEY TASKS LIST

Preparation For Survey Process

1. Arrange timeline (dates and time) for the following:
 - a. Presentation & distribution of **Family Surveys** and **Consent Forms** (5 mins per classroom)
 - b. Pick up date for returned **Family Surveys** and **Consent Forms** (turn-around of approximately a week)
 - c. **Youth Survey** (survey takes ~15 minutes to complete per student. Whole process takes on average 2.5 hours per 100 students)
2. Personalize and forward both the **Teacher Newsletter** and **Parent Newsletter** to school for distribution. Newsletters will explain the project and highlight important dates (i.e. return date and student surveys)
3. Complete **Copying & Coding Process**

Presentations & Distribution of Family Surveys and Consent Forms (week 1)

*Resources available through your local Health Unit for the survey process

1. Introduce the project and distribute the **Consent Forms** and **Family Surveys** to each classroom Grades 4 through 8
2. Arrange distribution of **Family Surveys** to each classroom for Full-Day Kindergarten to Grade 3
3. Arrange a secure location to store returned **Family Surveys** and **Consent Forms**

Preparation for Youth Surveys (week 2)

1. Collect **Consent Forms** and **Family Surveys** from school
2. Complete the **Copying & Coding Process** for the **Youth Survey**
3. Arrange a location for students to complete the **Youth Survey** depending on the number of students who have returned their **Consent Forms** (i.e., in the library or their classrooms)

Compete Youth Surveys (week 3)

1. Remind students to not put their names on the surveys
2. Distribute coded **Youth Surveys** as per the **Copying & Coding Process**
3. Have students complete **Youth Survey** in designated location at the school

Post Survey Process

1. Once surveys are complete, arrange transfer to the HEAL at Western University for analysis (see **Contacts**)
 - Role of the HEAL: analyze surveys, provide survey results through a PowerPoint presentation, analyze maps and provide hot spot locations to consider visiting on *Walkabout*

Next Steps

1. Recruit members for STP committee using **Newsletters** and the **Sign-Up Sheet** (Additional resources are available through your local Health Unit – rack cards, posters, draw box)
2. Make arrangements for **Traffic Counts & Observations** and **Walkabout**
3. Present results of Surveys, Traffic Counts and Observations, and Walkabout to STP committee