

## TIPS FOR ADMINISTERING SURVEYS

Give each person in a group a questionnaire. Then read the following instructions exactly as stated.

### Introduction:

- *I am (.....) and I am here to administer a survey for (Drug Free -----).*
- *Your help is needed to collect important information about the use of alcohol, tobacco, and other drugs in your community.*
- *This is part of an effort to learn about use of and beliefs about alcohol, tobacco, or other drugs and any related problems in your community.*
- *This survey is confidential. Do not put your name or any other identifying marks on it or the envelope (if one has been provided). Your answers will become part of community statistics and there is no way any of your responses can be linked to you.*
- *Please answer each question as truthfully, as you can. If you are unsure of how to answer any question, you may leave it blank.*
- *If you need clarification or have difficulty reading this, I will be glad to assist you.*
- *This survey is voluntary. You do not have to fill it, although your response is valued.*
- *Again, please answer the questions the best you can, and when you are finished, place your form in the envelope, and seal it.*

### Important Points to Remember:

- *If administered in a classroom or organizational setting, inform participants ahead of time that the survey will be done on a particular date and stress its importance.*
- *An introduction by a respected leader/professional helps it to be taken seriously. Use trusted, neutral people to administer survey.*
- *Minimize interviewer influence by administering surveys in a neutral way. Show no signs of emotion, approval or disapproval.*
- *If participants have difficulty reading, the survey administrator may assist by reading questions or providing neutral clarifications.*
- *If reading questions or answering questions, do not lead respondent to a particular response through voice inflections, stressing of words, etc.*
- *If more than one interviewer is used, train them in a group to promote consistency.*
- *Conduct group surveys in appropriate places free from noise and interruptions*
- *Allow each person adequate privacy for completing the form.*