

**THE 4-H STUDY OF POSITIVE YOUTH DEVELOPMENT**  
**PAPER DATA COLLECTION PROTOCOL**

**Some Helpful Suggestions**

This protocol serves as a guide for administering the student questionnaire to a group of students for online data collection. The protocol was written to cover data collections in both schools and 4-H sites. In the event that something does not apply due to the particularity of the site, please feel free to adjust accordingly. The most important part of the protocol is to read the directions to the students.

**To do BEFORE the day of data collection**

- For those who work in pairs or in a group, provide a list of phone numbers for everyone. Please contact one another and double-check the date, time, and materials before leaving for the data collection.
- Carefully read over the site information (which you received by email or mail) to familiarize yourself with the site and the personnel.
- Please look over the protocol and the questionnaire before going to the site.
- Make sure you bring everything you will need (e.g., all of the materials that have been shipped), including any information that may have been sent to you via mail.
- Allow plenty of time to organize materials before leaving, as well as for traveling and to become oriented once at the site
- Plan to arrive at the site at least 30 minutes ahead of time in order to make contact with staff, become oriented at the site, and to set up.
- **Be sure that ALL students have already received consent.**

**At the Site (Day of Data Collection)**

- Wear a nametag (provided) when you are at the site for data collection.
- Always check in at the main office of a site first. Let the office staff know who you are, why you are there and who it is you are there to see. The office will have that person(s) meet you at the main office or lobby area.
- The office might also have the box(es) of materials that you will need for the data collection. Please request these boxes.
- Follow any procedures that the site may require for visitors (e.g., visitor badge, sign in and sign out books, etc.).
- **We will send you, via email or mail, a list of the students who have participated in the study previously and, therefore, ALREADY have parental consent. You do not need to collect anything from these students. However, please ensure that these students are present. If they are not, ask the contact person at the site to send these students to you. Please mark on the list whether each student is present, absent, has moved, or has refused to participate and return the list to us in the box of completed surveys.**
- Ask staff for any unused parent packets and returned parent questionnaires. Return any materials you are given to the 4-H Study office in the same box you will send the student questionnaires in.

- Schools most likely have a bathroom policy. Ask the teacher(s) before starting if there is anything that you need to observe (e.g., sign-in/out; key to be taken). Request assistance to ensure that this policy is followed.

## **Set-up at the Site**

### If possible:

1. Spread students out within the room. This will allow for them to have privacy while answering the questionnaire and it reduces peer-to-peer interactions.
2. If possible, set up all materials before students arrive. Place one survey and one pencil in front of each area (e.g., desk, table, etc.). By setting up the survey prior to the students' arrival, you can ask them to sit at a specific spot that has a survey (and not just where they would like).
3. Double check that all students are present (refer to the list of previous participants included in the box). Take attendance of the students on this list. Make sure everyone is present and accounted for. If someone is missing, ask a staff member if that student is available. If a student is absent or unable to take the student questionnaire, please make note of this and record this information on the list provided.
4. **Ask staff what they would like the students to do if they finish the questionnaire early. They can go back to class or activity, remain in the same room and read a book, or do whatever works best for the staff. If you are in a school setting, and if the students are to be sent back to class, ask about hall pass policies.**

### Make Sure to:

1. Double check that all students are present (refer to the list of previous participants included in the box). Take attendance of the students on this list. Make sure everyone is present and accounted for. If someone is missing, ask a staff member if that student is available. If a student is absent or unable to take the online student questionnaire, please make note of this and record this information on the list provided.
2. **Ask staff what they would like the students to do if they finish the questionnaire early. They can go back to class or activity, remain in the same room and read a book, or do whatever works best for the staff. If you are in a school setting, and if the students are to be sent back to class, ask about hall pass policies.**

## **Directions for completing the Student Questionnaire**

Please refer to the following guidelines when providing directions for the completion of the survey:

- Introduce yourself and the other data collectors.
- **Read the following to the students:**

“The purpose of the study is to discover what makes young people grow into happy and healthy adults. Everyone participating in the study has permission from their parent or guardian to take the survey. However, even if your parent or guardian signed the consent form, you do not have to take this survey if you do not want to. In addition, you may stop the survey at any time.

Believe it or not, you are a very important part of a larger group of students from 83 different schools in 23 states across the country who are taking part in this study. Because it is a longitudinal study, meaning we survey the same students year after year, it is very important to us that you continue to participate even as you move into high school.

To show our appreciation, each participant’s name will be entered in a raffle today, and the winner(s) will be chosen after the session. There is a 1 in 10 chance of winning a \$10 dollar gift card to Target and a 1 in 40 chance of winning a gift worth \$100 dollars. For students who have participated in the study for more than one year, meaning that you are part of our longitudinal sample, you will get a \$10 Target gift card when you complete the survey. This means it is very important that you provide the correct contact information - email, phone number, and address - so that we are able to reach you to award you your prize.

While it may not seem like a big deal, your responses are extremely valuable in helping us to learn more about what contributes to the development of successful young adults.

We hope that you will answer all questions. However, there are two very important things you should know. First, this survey is NOT a test. But, because of the nature of the survey, it is essential that you do not share your responses with one another while taking the survey. Also, to honor students who need quiet while taking the survey, please refrain from talking to one another.

Second, you may skip any questions that you do not wish to answer. The surveys are anonymous, so no one will know how you have responded on any individual question. All of your answers will be kept confidential. We will not discuss the information you provide with your parents, your school or anyone else. As soon as you submit your questionnaire, it is assigned an ID number. Your contact information is saved in one database, and your responses are saved in a separate database. This way your answers are not linked with your name.

To complete the survey, mark the answers that feel right when you first read them. Remember, there are no “right” answers, only answers that honestly capture what you think or feel. These are questions about your experiences, your feelings, and your opinions. Choose the answers that feel right to you or that best describe you.

- Ask the students if they have any questions.
- **Then, read the following to the students**

“For each question, please place an "X" in the box of the response or responses that best represent your answer. Please do not use a check mark, single line, dash or other mark. In most cases, you will only mark one box per question unless specifically instructed to mark all that apply. For questions that require a written response, please print as clearly as possible. For written responses that have multiple boxes, please place only one letter in each box.

PLEASE READ THE INSTRUCTIONS FOR EACH SECTION. IF YOU DO NOT UNDERSTAND SOMETHING, PLEASE ASK US.”

In order to complete the personal information page, you will need your site ID number. Your site ID number is \_\_\_\_\_ (**Provide # assigned by your contact at the study headquarters**) \_\_\_\_\_.”

Also, please make sure to fill in the name of your school in the box labeled “Name of School.”

We’re almost ready, but before I let you all begin, there are 4 specific parts of the survey that I want you to pay attention to.

First, some questions in this survey ask about your parents. In this survey, the term “parents” refers to the adult or adults who are most responsible for raising you now. They could be your parents, foster parents, stepparents, or relatives/guardians. If you have both natural parents and stepparents, answer for the one who is most important in raising you.

Second, please be aware that there are different types of questions and different ways to answer them. For example, some questions will ask you to choose the response that best describes you, while other questions will ask you to rate yourself on a scale from 1 to 4. Be sure to read the instructions first before answering any set of questions.

Third, one of the pages of questions is divided up between boys and girls. Boys are to fill out the side marked “Only For Boys” and girls are to fill out the side marked “Only For Girls”.

Fourth, please turn to page 39. Let me explain how these questions work. We will go over the example together. This question talks about two kinds of kids, and we want to know which kids are most like *you*, Person A or Person B. Then we would like you to decide whether that sentence is sort of true for you or really true of you and put an X in corresponding box. In this case, the participant has chosen that he or she most resembles the teenagers in the “A” group, and that this description is “Sort of True for Him or Her.” Again, you will only mark **one** of the **four** boxes.

If you have any questions, please raise your hand and someone will come to help you.

You can now turn back to page 1 and begin the survey\*\*.”

**\*\*IN THE EVENT THAT TIME LOOKS LIKE IT WILL BE AN ISSUE, YOU SHOULD ASK THE STUDENTS TO START ON PAGE 39, FINISH THAT LAST SECTION, AND THEN START WORKING FROM THE BEGINNING.**

**While students are completing the questionnaire, please do the following:**

- Please write down the start time and end time on the Data Collection Return Form.
- When answering questions, do not lead the student to an answer. If there is a word that is not understood, give a synonym(s) only. If the student still does not understand, instruct them to skip the question and continue on. Let them know that this is perfectly fine.
- Please record all students' questions on Page 3 of the Data Collection Return Form. You will notice an example that instructs you to write the page #, question #, and a brief description of the students' confusion. This is useful information to us as we continually redesign the questionnaire to make it as clear as possible.
- When students are not asking questions, use this free time to double check the list of students taking the survey.

**Finishing**

- When a student completes the survey, please check their name off on your list. Please mark down any students who chose not to complete the survey.
- If students finish the entire questionnaire early follow whatever policy the school staff specified earlier, whether it is to read a book, work on homework, return to class, etc.
- Once everyone is finished or time is up, thank the students for all their help. Remember to record the end time on the Data Collection Return Form.

**Before Leaving the School Site**

- Please make sure you have fully completed page 3 of the Data Collection Return Form and placed this form in one of the boxes to be sent back to Tufts. We can only pay you if this form is completed, as it is our record of completion of a site.
- Also make sure you have signed the Data Collector Confirmation of Participant Assent form placed this form in the box.
- Make sure the data collection area is clean and left exactly the way you found it.
- Check that you have taken all items that you brought. You should have all the same items that you brought as well as the parent consent forms and any extra parent packets.
- Thank all who are present for their help and support. Tell them that the results of the study will be presented to schools in a report.

Thank you very much for your help!

If you have questions, please call the 4-H Study of PYD:

(617) 627-4624