

# Policies and Procedures

**Related to the Survey**  
*Search Institute Profiles of  
Student Life: Attitudes and  
Behaviors and its Report  
Developmental Assets: A Profile  
of Your Youth*

**Prepared by:**



Rev. August 2004

## Search Institute Policies and Procedures

**Related to the Survey**  
*Search Institute Profiles of Student Life: Attitudes and Behaviors (A&B)*  
**and its Report**  
*Developmental Assets: A Profile of Your Youth*

### Table of Contents

	<u>Page #</u>
<b>Section 1</b>	
Brief Overview of the Survey Service Process .....	1
<b>Section II</b>	
Pricing and Product Descriptions .....	1
<b>Section III</b>	
Invoicing Procedures .....	2
<b>Section IV</b>	
Return Policy .....	3
<b>Section V</b>	
Survey Content.....	3
<b>Section VI</b>	
Report Format and Data Presentation .....	3
<b>Section VII</b>	
Dissemination or Reproduction of Information from the A&B Survey Report and Executive Summary .....	5
<b>Section VIII</b>	
Purchase of Raw Data .....	5
<b>Section IX</b>	
Permission to Use A&B items in Another Survey .....	6
<b>Section X</b>	
International Use, Translations or Customization.....	7

## Section I: Brief Overview of the Survey Service Process

1. Orders for surveys and report processing are placed directly through Search Institute.
2. Survey orders are processed by Search Institute and shipped through an outside vendor. Surveys are shipped to the customer within two weeks of receiving a written order.
3. Survey administration is conducted by the school and/or organization contracting the survey service.
4. Surveys are returned to Search Institute where they are prepared for scanning by an outside vendor.
5. Surveys are scanned by the outside vendor. The survey data are sent by modem to Search Institute.
6. Search Institute cleans the data and processes the appropriate reports. Survey reports are mailed from Search Institute within 10 weeks of receiving the completed surveys.
7. After scanning, survey forms are stored by the vendor for 90 days, after which time they are destroyed. To maintain student confidentiality, survey forms will not be returned to the school or contracting party.
8. Additional information about the survey service can be found on Search Institute's website ([www.search-institute.org](http://www.search-institute.org)) or by requesting an information packet from Search Institute (800-888-7828).

## Section II: Pricing and Product Descriptions

### **Survey costs (purchased in packets of 25)**

4-199 packets (100-4,975 surveys)	\$55.00	per packet
200-599 packets (5,000-14,975 surveys)	\$52.50	per packet
600 or more packets (15,000 or more surveys)	\$50.00	per packet
Standard Shipping and Handling	\$25	per survey shipment
Rush Order Requests	\$35	(plus actual cost of shipping)

### **Report costs**

Initial aggregate report (paper or PDF)	\$700
(paper <u>and</u> PDF)	\$850
Subreport (paper or PDF)	\$500
(paper <u>and</u> PDF)	\$650
Executive Summary (paper or PDF)	\$100
(paper <u>and</u> PDF)	\$150

### **Other Costs**

Raw data	\$100	per dataset
Electronic copy of full report (Figures 1-19 only)	\$150	per dataset
Electronic copy of Executive Summary	\$75	per dataset
Replacement copy of full report	\$150	per report

1. Surveys are shrink-wrapped in packages of 25 and must be ordered in quantities of 25.
2. A minimum order of 4 packages (100 surveys) is required.

3. Unopened packages (in original shrink-wrapping) suitable for resale may be returned for credit.
4. Packages may not be returned if such returns reduce the total number of surveys ordered to fewer than 4 packages (100 surveys) unless the entire order is being cancelled and returned.
5. A \$50 restocking fee will be charged for surveys returned due to cancellation of the survey administration process. An additional \$1.25 per-packet fee will also be charged.
6. If returned packages reduce the total number of surveys ordered to a quantity within a higher price category, the higher price will be applied to the final invoice.
7. Purchase orders must include the cost for surveys and survey processing (i.e. report costs). Surveys are not sold separately.
8. The initial aggregate report is one that combines all of the data received from a customer for a single study. Subreports refer to subsets of data that make up the aggregate report. For example, a county study may involve several school districts and/or school buildings. The county-level report would be considered the aggregate report, combining all school district and/or school building data. School district reports and/or school-building reports would be considered subreports. All aggregate reports and subreports include the nine-page Executive Summary, which provides major highlights of the full report. All reports (initial aggregate, sub, and Executive Summary) may be purchased either as an unbound black and white paper copy, or as a PDF file.
9. An Executive Summary is often ordered when a subreport consists of fewer than 100 youth. At least one aggregate report must be purchased in order to purchase an Executive Summary as an alternative to purchasing a subreport.

### **Section III: Invoicing Procedures**

1. Surveys will be shipped within two weeks of receipt of a purchase order or agency letter.
2. A standard shipping and handling charge of \$25 will be added to all survey shipments.
3. If expedited service is requested (next day, second day, or third day air), a \$35 fee will be charged in addition to the actual shipping costs.
4. An initial invoice will immediately follow survey shipment for the cost of the surveys only. The initial invoice will not reflect the costs associated with reports. Payment is due in full within 30 days. Credit for returned surveys cannot be applied to the initial invoice. (See #6 below.)
5. Upon completion of the requested report(s), a second invoice will be mailed for the cost of the report(s).
6. Any credit due for returned survey packets will be applied to the second invoice. If the credit due exceeds the cost of the report(s), a check will be issued for the remaining balance.
7. The customer may request to be invoiced for the surveys and reports at the same time. In this case, report costs will be included on the initial invoice.
8. A \$50 restocking fee will be charged for surveys returned due to cancellation of the survey administration process. An additional \$1.25 per-packet fee will also be charged.

#### **Section IV: Return Policy**

1. Surveys are shrink-wrapped in packets of 25. Unopened, reusable surveys may be returned for credit. Credit will not be given for repackaged, torn, or otherwise unusable packets.
2. Survey purchases involve a two-stage invoicing process. The first invoice is issued for the cost of the surveys only at the time of survey shipment. Payment in full is due within 30 days of receipt of invoice.
3. The second invoice for report-processing fees is issued at the time the report(s) are mailed. Credit for returned surveys will be applied to the second invoice. If survey credit exceeds the amount for report processing, a refund will be issued to the customer.
4. Search Institute must have received payment in full for all outstanding survey invoices before a refund is issued. The contracting party is also responsible for the cost of any opened survey packets.
5. A \$50 restocking fee will be charged for surveys returned due to cancellation of the survey administration process. An additional \$1.25 per-packet fee will also be charged.
6. Surveys should be returned to Search Institute via an insured and traceable carrier. Search Institute is not liable for returns lost in transit.

#### **Section V: Survey Content**

1. The survey is a copyrighted instrument of Search Institute, Minneapolis, MN.
2. The survey is appropriate for students in grades 6 through 12 only. Surveys from students indicating they are in grade 5 are automatically eliminated from the dataset.
3. Because the survey scanning and report processing methods use automated procedures, no modifications to the survey or to the report can be accommodated. Survey questions cannot be eliminated from or covered up on the survey by any means. Search Institute will not process the data and no reports based on modified surveys will be run. In addition, students may not be instructed to skip certain questions on the survey as this also interferes with the scoring process for the report and prevents data from being processed. If survey items are eliminated or if students are instructed to skip specific items, the organization contracting the survey service will still be responsible for paying for the surveys even though no reports will be processed.
4. Because the survey is a copyrighted instrument, the survey may not be reproduced (in whole or in part) in any manner whatsoever, mechanical or electronic.
5. Survey questions may not be directly quoted, printed, or otherwise transmitted by media as such action can affect the validity and reliability of the survey instrument and future survey administrations.

#### **Section VI: Report Format and Data Presentation**

##### ***Written Reports (Developmental Assets: A Profile of Your Youth)***

1. An aggregate report (80 pages) is one in which several datasets have been combined into a larger dataset, e.g., school building data are combined into a school district report or school district data are combined into a county report.

2. Subreports (80 pages each) are based on individual data or clusters of data that are subsets of data from an aggregate report, e.g., reports based on individual school buildings within a school district. Subreports are identical in format to the aggregate report.
3. The Executive Summary (9 pages) is intended as an overview of a particular set of data. All 80-page aggregate reports and subreports contain an Executive Summary.
4. At least one aggregate report must be purchased in order to purchase an Executive Summary as an alternative to purchasing an 80-page subreport.
5. No report (aggregate, sub, or Executive Summary) will be processed on datasets of fewer than 50 respondents.
6. It is Search Institute's *recommendation* that aggregate reports and subreports be purchased only when there are at least 100 respondents in a dataset.
7. To protect student anonymity, gender data will be suppressed from any report if either gender has fewer than 30 respondents.
8. To protect student anonymity, if there are fewer than 30 respondents for any *grade* level participating in the survey, grade level data will be combined to reach the minimum of 30 respondents (e.g., reporting as grade 12 the combined data for grades 11 and 12).
9. When collecting data across multiple locations that are to be combined into an aggregate report, it is Search Institute's *recommendation* that the data be collected within a 2-3 week time period. Data that have been collected at different times across the same school year may be combined into an aggregate report. Search Institute will not combine data that have been collected across different school years.
10. Survey questions may not be quoted, printed, or otherwise transmitted by media or appear on web sites because the survey is a copyrighted instrument and because such action can affect the validity and reliability of future survey administrations.
11. Search Institute treats the names of clients and the content of individual reports as confidential. Search Institute will not release the names of communities/schools that administer the A&B survey or the data associated with administering the survey without written permission to do so.
12. The survey is appropriate for students in grades 6 through 12. Surveys should not be administered to students in grade 5. Surveys from students indicating they are in grade 5 are automatically eliminated from the dataset.
13. Search Institute reserves the right to add all A&B data to its larger developmental assets database, to conduct analyses, and to publish materials based on data in this larger database without naming the communities represented in the dataset.

### **Electronic Copies of Reports**

1. An organization contracting the A&B survey service may purchase, in electronic format, the tables and graphs summarizing data analysis which in the full report are Figures 1-19 (\$150), or an Executive Summary (\$75), based on any dataset for which the organization purchased a report.
2. Requests must be received in writing, by either purchase order or letterhead from the original contracting party.
3. The electronic format for Figures 1-19 and/or the Executive Summary are provided in Microsoft® Excel 97.

4. Text pages from the full report are not available in electronic format.

## **Section VII: Dissemination or Reproduction of Information from the A&B Report and Executive Summary**

### ***Developmental Assets: A Profile of Your Youth (Full Report)***

1. *Developmental Assets: A Profile of Your Youth* is copyrighted by Search Institute. All rights reserved. No part of the report may be reproduced in any manner whatsoever, mechanical or electronic, without prior permission from Search Institute except in brief quotations or summaries in articles or reviews, or as follows:
  - The organization/individual contracting the survey study (or its designee) may photocopy and distribute their report in its entirety for informational and educational purposes only.
  - The organization/individual contracting the survey study (or its designee) may reproduce or adapt Figures 1 through 19 to other formats (including, but not limited to, brochures, Web sites, Power Point presentations) provided that Search Institute is cited as the source of the information and the developer of the framework of Developmental Assets. (See below for citation noted under "Citing These Two Reports".)
2. The text and appendices contained in the report may **not** be reproduced as part of any adaptations, mechanical or electronic.
3. Search Institute will treat all reports as confidential. Because the data upon which the report is based can be used to advance the understanding of adolescent development, Search Institute reserves the right to add these data to its larger Developmental Assets database.
4. The report *Developmental Assets: A Profile of Your Youth* is based on data from the survey *Search Institute Profiles of Student Life: Attitudes and Behaviors*, copyright © 1996 by Search Institute.

### **Executive Summary**

1. *Developmental Assets: A Profile of Your Youth Executive Summary* may be photocopied, adapted and distributed in print and electronic formats by the individual/organization contracting the study (or its designee) for informational and educational purposes only. All other rights reserved. Copyright by Search Institute, 615 First Avenue N.E., Suite 125, Minneapolis, MN 55413.
2. The Executive Summary is based on data from the survey *Search Institute Profiles of Student Life: Attitudes and Behaviors*, copyright © 1996 by Search Institute.

### **Citing These Two Reports**

When disseminating information from the full report or Executive Summary, use the following citation:

From *Developmental Assets: A Profile of Your Youth* for [name of your school/community] © [year of your report] by Search Institute, Minneapolis, MN. Data collected with the survey *Search Institute Profiles of Student Life: Attitudes and Behaviors*, copyright © 1996, Search Institute, Minneapolis, MN.

## **Section VIII: Purchase of Raw Data**

1. All requests to purchase raw data are to be sent in writing to: Search Institute, Attn: Survey Services Department, 615 First Avenue N.E., Suite 125, Minneapolis, MN 55413.

2. If the request for raw data is not being made by the organization that contracted the A&B study, the request must include written authorization from the contracting organization stating permission for Search Institute to release the data to the third party. No data will be released without this written authorization.
3. The requestor must include the following information in their written request: (1) purpose for purchasing the data, (2) an acknowledgement that data will not be disaggregated for the purpose of identifying individual students, (3) agreement to cite Search Institute in any printed or published materials, (4) agreement to share the results of their study with Search Institute, and (5) agreement not to create materials for sale.
4. Search Institute will provide the data in SAS transport, SPSS portable, or ASCII comma separated values format, along with an explanation of variable locations. WinZip will be used to compress a file that is otherwise too large to fit onto a floppy disk, in which case an unzipping program will be necessary to decompress the data file. If the dataset is too large to fit onto a floppy disk, it will be sent using an Iomega Zip disk or via an FTP download.
5. Search Institute does not provide survey scoring or consultation on analyses or programming to the organization/individual purchasing an A&B dataset.
6. Search Institute's intent and policy is to protect student anonymity and confidentiality. Consistent with its policy of not releasing a report based on fewer than 50 respondents, Search Institute will not release raw data on fewer than 50 respondents.
7. To maintain anonymity of respondents, Search Institute will suppress the gender identification variable if the dataset contains fewer than 30 respondents for either gender.
8. To maintain anonymity of respondents, Search Institute will suppress the race/ethnicity identification variable if the dataset contains fewer than 30 respondents for any race/ethnicity variable.
9. Consistent with its policy for printed reports, data for grade levels with fewer than 30 students will be combined with another grade or grades in order to maintain at least 30 students in any grade cell. Thus the raw dataset will reflect the same grade configurations as is reflected in the printed report.
10. An aggregate-level dataset does not identify subgroupings. For example, a school district dataset does not identify data by individual school building.
11. The cost for the raw data is \$100 per dataset. For example, if a county has conducted a survey of its school districts, the county level data is one dataset but does not include school district or school building identifiers. Each unit of measure (county, school district, school building) is considered to be a dataset.
12. Raw data may be purchased only for datasets for which A&B reports have been purchased (i.e., aggregate reports, subreports).
13. Note: As indicated in the classroom survey administration instructions, in order to protect the confidentiality of student responses, all completed survey forms are destroyed 3 months after they have been scanned. Requests to return completed survey forms will not be accommodated.

### **Section IX: Permission to Use A&B Items in Another Survey**

1. Organizations/individuals wishing to use items from the A&B survey must send in writing a description of the research project (including scope of project, description of the population to be surveyed, duration of project, etc.), a list of the items to be used, and anticipated reporting methods for the data (e.g., client report, published reports, scientific articles, etc.). Send information to: Search Institute,

Attn: Permissions, 615 First Avenue N.E., Suite 125, Minneapolis, MN 55413, or send via e-mail attachment to: billk@search-institute.org.

2. Permission may be requested for use of up to 30 items from the 156-item survey.
3. Written permission must be received from Search Institute before the organization/individual may move forward with the proposed use of the items.
4. Permission is granted for one-time use only. Any additional use of the items or the newly created survey requires additional written approval from Search Institute.
5. Permission to use survey items is restricted exclusively to the organization/individual requesting the permission. Permission cannot be transferred to another organization/individual, nor may the new survey be made available for use by another organization/individual.
6. Search Institute must be cited on all printed materials (survey, reports, etc.) as follows:

Survey items # [list survey item numbers as they appear in your survey] taken from *Search Institute Profiles of Student Life: Attitudes and Behaviors*, copyright © 1996, Search Institute, Minneapolis, MN. Used by permission.

7. Search Institute does not release the scoring (algorithms) for the 40 Developmental Assets. Scoring and subsequent reporting of items by an organization/individual to which permission has been granted to use some of the items from the A&B survey may not be presented as measuring the Developmental Assets nor presented using the Developmental Assets labels.

### **Section X: International Use, Translations or Customization**

1. Countries outside of the United States may use the survey *Search Institute Profiles of Student Life: Attitudes and Behaviors* within Search Institute's standard survey service offerings. All costs related to shipping, taxes, duties, and destination fees are the responsibility of the agency contracting the survey service. No permission will be granted to have the surveys printed or processed by the contracting organization.
2. Search Institute does not allow translation or customization of the survey by other organizations or individuals.