



## Protecting You/Protecting Me

# Directions for Administering Peer Helper Survey

### **TO SURVEY ADMINISTRATOR: BEFORE YOU ADMINISTER THE SURVEY**

1. *Make sure you have envelopes (one for each participant) for peer helpers to put their surveys in.*
2. *Make sure each student uses the same identification number on each of his or her surveys (In order to match students' first surveys with their later surveys, it is important that each student in your class has a unique identification number that is used on all surveys. Included in the packet is a set of labels for each student; one label that has the student's name, teacher and school on it, the other has a unique number with "Stick Me" on it. Do not separate the labels. Give the students both labels.*
3. *Make sure that each student taking the survey has parental consent and has signed an Assent Form.*
4. *Make sure there are enough pencils or pens for everyone.*
5. *Get the large envelope for participants to put their sealed envelopes in after they complete the survey.*

### **READ THE FOLLOWING ALOUD TO PARTICIPANTS:**

"You are being asked to fill out a survey at the beginning of the program and again at the end. The information will be used to help improve the Protecting You/Protecting Me program."

"It is important that you understand the following:

- ◆ This is not a test. The developers of PY/PM are interested in learning what you think about certain things.
- ◆ Do not put your name on the paper.
- ◆ You are not required to fill out this form.
- ◆ You can skip any questions that you don't understand or that you don't wish to answer.
- ◆ It is important that you answer honestly on all of the questions you choose to answer.
- ◆ DO NOT look at any other student's answers. All of your answers are private.
- ◆ No one in the school including your Peer Helper teacher will see your answers.
- ◆ When you have finished the survey, fold it and put it in your envelope. Seal the envelope and put it in the large envelope so that we can send it back to the PY/PM office."

*Distribute surveys to students. At the same time, hand each student the set of labels with his/her name on it.*

*(continued)*

**READ THE FOLLOWING ALOUD TO PARTICIPANTS:**

- Make sure you have a label with your name on it.
- First, take the label that says “Stick Me” on it and attach it to your survey in the box that says “Stick Me”.
  - We use a label so that your answers on this survey can be matched to your answers on another survey you will take later.
- Next write today’s date.
- You are on your own to answer the rest of the questions. If you have any questions as you go along, just raise your hand and I’ll be glad to help.”

**TO SURVEY ADMINISTRATOR:** *Don’t attempt to interpret any question for them. Do not help them with a response.*

When the surveys are finished and sealed in each person’s envelope, have each student drop their envelopes in a large envelope and SEAL IT in front of the students **(note-if you teach more than one PAL class, do not seal the large envelope until all classes have taken the survey).**

For questions or assistance, call Mary Lou Bell or Sarah Powell at 512-441-2900 or 800 801-7788.