



# **SURVEY COORDINATOR CHECKLIST**

## **Washington State Healthy Youth Survey 2008**

Use this checklist to mark off important steps in the survey coordination process.  
***Please check off each step that you complete.***

- Reviewed Confirmation Letter and faxed it back to RMC Research by **September 4**.
- Received Coordinator Training by K-20 on **September 17 or 18**, or reviewed training materials online ([www.hys.wa.gov](http://www.hys.wa.gov)).
- Notified parents with the Parent and Student Information flyer by **September 26** by using one or more of the approved methods.
- Posted information about the 2008 Healthy Youth Survey on the school web site and included a copy or a link to the Parent and Student Information flyer by **September 26** (if your school has an active web site).
- Posted the Parent and Student Information flyer in commons and/or cafeteria by **September 26**.
- Announced the survey in a school assembly **or** in the classrooms where the survey will be administered by **September 26**.
- Received box(es) of survey materials and verified all materials needed were sent.
- Reviewed the Survey Coordinator Guidelines and retained items needed for returning materials.
- Placed a copy of the Parent and Student Information flyer and the Survey booklet(s) in the school's main office, educated staff about the survey, and provided the office staff with the School Office Information and Student Opt Out List.
- Selected a date for the survey to be administered, between **October 13 to 17**.
- Arranged for an alternative activity for students not taking the survey.
- Prepared survey materials for distribution, including deciding on optional questions and preparing Spanish language surveys and resource lists if necessary.
- Created sets of survey materials to distribute to each classroom or group.
- Trained teachers to administer the survey.
- Notified students again with an announcement the day before the survey.
- Picked up the Student Opt Out List from school office.
- Distributed the sets of survey materials to classrooms on the day of the survey administration.
- Collected the survey materials after the administration was completed.
- Completed the 2008 Administration Survey.
- Packaged the envelopes with the completed surveys, the School Packing Form, and the 2008 HYS Administration Survey and returned to RMC Research by **October 24**.
- Recycled any unused administration or survey materials.

**Thank you for being a Survey Coordinator!**

If you have other questions about any of these instructions, please contact RMC Research at (800) 788-1887.