

EFFECTIVE PRACTICE: ADMINISTERING SURVEYS TO CHILDREN

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Issue(s) Being Addressed:

When evaluating the effectiveness of a program, it is important to collect feedback from all who are impacted by the program, including the children involved. Well designed surveys can provide accurate information. While there are other methods of research and evaluation, surveys administered at the start and finish of a program can easily be compiled to show numbers on improvement.

Designing a Survey:

1. Make the survey simple. It should be no more than 10 questions and consist of simple questions or statements (i.e. I am a good reader. Do you like reading?)
2. Instead of offering "Strongly Agree," "Agree," etc. as options for each item, present pictures that reflect the same ideas. For example, "Agree" could be represented by a smiley face ☺ for the child to color or circle.
3. Create a child-friendly survey. Use large font, multiple colors, and/or pictures.

Administering a Survey:

1. If your organization requires parental permission in order for children to participate, include a clause about survey administration. If you do not, you may want to send a permission slip home for parents to sign before administering the survey.
2. In a school setting, always provide a copy of the survey to a principal, superintendent or program manager for review prior to administering the survey.
3. Surveys are best administered to children one-on-one or in small groups to ensure that each child is correctly completing the items.
4. Offer crayons or markers for each child to use.
5. Explain the survey clearly and read each question before the child completes it.
6. You may want to record the child's answers on a separate piece of paper so they may give their surveys to their parents. Parents enjoy seeing what their children are doing in the programs in which they are involved.
7. Results should remain confidential and filed in a safe place once compiled.