

School Coordinator – Paper Instructions

Survey support team contact information:

- AFMC team manager: Linda Newell – LNEWELL@AFMC.ORG, (501) 631-0824
- AFMC team: NH_YRBS@AFMC.ORG

- School package will include:
 - School Coordinator Packet
 - School Coordinator – Action Checklist
 - School Coordinator – Paper Instructions (this document)
 - School Coordinator – Return Email Template
 - 5 surveys booklets/5 pencils/5 scantron answer forms
 - School-Level Sample Information Form – electronic version sent via email
 - Return materials
 - Survey Administrator Packets for each classroom
 - Survey Administrator– Action Checklist
 - Survey Administrator– Paper Instructions
 - Survey Administrator– Paper Script
 - Survey booklets/pencils/scantron answer forms
 - Classroom-Level Sample Information Form

- Notify Linda Newell at LNEWELL@AFMC.ORG, cc NH_YRBS@AFMC.ORG immediately if any materials are missing

SURVEY ADMINISTRATION

- Students must be in school to participate
- Appropriate accommodations should be made for students who may need additional time to complete the survey, opt out, or are unable to complete the survey on their own
- Appropriate accommodations should be made for students who will need to make up the survey at a later date
- Once survey administrator packets are returned:
 - Ensure survey administrators use the “Classroom-Level Sample Information Form” document to accurately document student participation at the time of the survey
 - Be sure to resolve any discrepancies in the number enrolled, absent, and participating students on the completed “Classroom-Level Sample Information Form” document

- Make sure all scantrons are oriented the same way and have the correct **PC Sample ID & Class ID**
- Seal each Survey Administrator Packet envelope
- Do not combine classrooms
- Do not place completed forms from one classroom in another classroom's envelope for any reason

RETURNING SURVEY MATERIALS

- Items to return:
 - Completed School-Level Sample Information Form – preferably electronically
 - Completed Classroom-Level Sample Information Forms
 - Form should be filled out even if there is no participation
 - Completed scantron answer forms
- Notify AFMC by emailing Jennifer Chaney at JCHANNEY@AFMC.ORG, cc NH_YRBS@AFMC.ORG once items to return have been collected and boxed
 - Use the “School Coordinator – Return Email Template” document when emailing return details to AFMC
 - Include school information
 - Include the number of packages to be shipped
 - Include the weight of each package
 - Include package dimensions
 - A FedEx shipping label will be provided via email by FedEx after all required information is provided to AFMC