

## Online Instructions for School YRBS Coordinator

- Contractor's contact information:
  - Linda Newell
    - [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG)
    - (501) 802-2848
  - Shalini Manjanatha
    - [SMANJANATHA@AFMC.ORG](mailto:SMANJANATHA@AFMC.ORG)
- School package will include:
  - School Coordinator Packet
  - Survey Administrator Packets for each classroom
- Notify Linda Newell at [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG), cc [SMANJANATHA@AFMC.ORG](mailto:SMANJANATHA@AFMC.ORG) immediately if you don't have a Survey Administrator Packet for each classroom
- Students must be in school to participate
- School Coordinator Packet contains:
  - Coordinator training document
  - 5 paper surveys/5 pencils/5 scantron answer forms
  - School-Level Sample Information Form – to be filled in and return to contractor (AFMC)
  - Return envelope
    - Completed School-Level Sample Information Form
    - All Classroom-Level Sample Information Forms – all should be completed even if there is no participation
    - Any completed scantron answer forms
- Survey Administrator Packet contains:
  - Survey Administrator instructions
  - Survey Administrator script for teachers to read aloud to class
  - YRBS Access code cards
  - Classroom-Level Sample Information Form
- Make sure Survey Administrators accurately document student participation at the time of the survey

- Resolve any discrepancies in the number enrolled, absent, and participating students and then seal the Classroom Packet envelope
- Once the survey is done, collect the Classroom Packet from each participating classroom
- Do not combine classrooms
- Do not place completed forms from one classroom in another classroom's envelope for any reason
- Destroy access code cards. Do not throw it in the trash.

### [Returning Survey Materials](#)

- Items to return
  - Completed School-Level Sample Information
  - Completed Classroom-Level Sample Information Forms
  - Completed scantron answer forms, if applicable
- Notify AFMC by emailing Jennifer Chaney at [JCHANEY@AFMC.ORG](mailto:JCHANEY@AFMC.ORG), cc [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG) once items to return have been collected and boxed
- Provide the number and the weight of the boxes and FedEx mailing labels will be provided to you