Online Instructions for School YRBS Coordinator

- Contractor’s contact information:
  - Linda Newell
    - LNEWELL@AFMC.ORG
    - (501) 802-2848
  - Shalini Manjanatha
    - SMANJANATHA@AFMC.ORG

- School package will include:
  - School Coordinator Packet
  - Survey Administrator Packets for each classroom

- Notify Linda Newell at LNEWELL@AFMC.ORG, cc 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
  o Completed School-Level Sample Information
  o Completed Classroom-Level Sample Information Forms
  o Completed scantron answer forms, if applicable

• Notify AFMC by emailing Jennifer Chaney at [JCHANNEY@AFMC.ORG](mailto:JCHANNEY@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