Paper 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 ID & Class ID are on the envelope provided to each class

- Make sure Survey Administrator writes School ID & Class ID on the chalk board/white board

- School Coordinator Packet contains:
  - Coordinator training document
  - 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
    - All completed scantron answer forms

- Survey Administrator Packet contains:
  - Survey Administrator instructions
  - Paper questionnaires/pencils/scantron answer forms
  - Survey Administrator script for administrators to read aloud to class
  - 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 envelope from each participating classroom

• 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
  o Completed School-Level Sample Information
  o Completed Classroom-Level Sample Information Forms
  o Completed scantron answer forms

• Notify AFMC by emailing Jennifer Chaney at JCHANEY@AFMC.ORG, cc LNEWELL@AFMC.ORG once items to return have been collected and boxed

• Provide the number of boxes and the weight of the boxes and FedEx mailing labels will be provided to you