

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
 - Completed School-Level Sample Information
 - Completed Classroom-Level Sample Information Forms
 - 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