



Successful Surveys

Survey Components

Surveys can be conducted online or in-person. Regardless, surveys should provide and collect the information listed below.

- State the issue.
- Briefly summarize your action plan.
- Collect respondent name, community role (e.g., student, administrator, neighbor, etc.) and age (if appropriate).
- Collect contact information (email, home address, phone number) if you think you will need to follow-up with this person.
- Questions
 - Do you support our action plan? Why or why not?
 - Who else in the community should we contact?
 - How would you rate the importance of this issue on a scale of 1-5, with 1 being not important and 5 very important?
 - Do you agree with our action plan? Why or why not?

Conducting In-Person Surveys

Remember, if you want to survey community members outside of school, always do so with your facilitator or a parent.

Did you know that responses can be influenced by your conduct when collecting information? The acronym ROLES can help you to be an active listener.

R = RELAX Maintain a relaxed attitude, even when you disagree with someone.

O = OPEN Keep your posture open and inviting by keeping arms and legs uncrossed.

L = LEAN Lean towards a person you are speaking with, but don't get too close.

E = EYE Maintain eye contact with the person you are speaking with.

S = SQUARELY Face the person you are speaking with to show you are interested and involved.