

Part B

STATISTICAL METHODS OF DATA COLLECTION

B1 Potential Respondent Universe

The potential respondent universe for the conference and workshop surveys covered by this submission is divided into four categories: workshop, overall conference, secret shopper/ staff, and follow-up. People attending training sessions will complete a workshop survey. People attending a conference will receive the overall conference survey. Staff from the Corporation and any partnering organizations will complete a staff/secret shopper survey. This allows for someone to participate in a training and assess the delivery and content of a session without the participants and presenter knowing that individual is staff. All are eligible to complete a follow-up survey.

B2 Sampling Method and Respondent Universe

Data for the: 1) registration and overall conference surveys will be collected from a universe of all groups for all surveys. Data collected for the secret shopper; workshop and follow-up surveys will be completed using a 50% sampling plan. The sampling plan will first consider workshops based on the following criteria:

- 1) Session Type
- 2) Session Track
- 3) Special Event Status (i.e. Luncheon, Service Project, Immersion Learning, Plenary: requires multiple data collectors present)
- 4) Primary Audience
- 5) Session Period (Pre-Con, Business Meetings, Receptions, Other Events)
- 6) Presenter Status (New versus Repeat Presenters; Presenter's first time at conference; Presenter's preference for session feedback; Presenter's home organization type (i.e. CNCS, POLI HON, Affiliate, Corporate Partner, CNCS grantee, Other Gov Partner, Other)
- 7) Session Logistics (request for equipment, submission of online materials, location of session (high session traffic versus low)

B2.2 Procedures to Deal With Non-Response

A number of appropriate actions will be taken to ensure a high rate of response to the surveys covered in this submission.

Multiple reminders will be sent out for all on-line surveys. All surveys will be announced at conferences in hopes that participants will complete them. Additionally, a staff person will attend all sessions to deliver and collect surveys and include them anonymously in a sealed envelope.

There is an expectation that staff will complete relevant surveys.

Despite best efforts to reduce non-response, like most surveys there will likely be some non-response issues that need to be evaluated. This necessitates a careful look at patterns of non-response at each stage of data collection—not only reviewing the

characteristics of those not participating but also reviewing instances where only partial information has been provided.

B3 Pre-Testing of Procedures

Most survey questions have been pre-tested and previously implemented through the similar means that the survey.

B4 Persons Responsible for Statistical Aspects of the Design

The persons most directly responsible for statistical aspects of the design are:

Corporation for National and Community Service
Office of Research and Policy Development

Points of Light/ Hands On Network

Aguirre International