

**Supplemental instructions for parks selected to collect non response bias information.**

Greetings Park VSC Coordinator!

Your park has been randomly selected this year to collect non response bias information. This is an important step to determine if the visitors who agree to participate are not statistically different than those who do not.

There will be only minor changes to the standard survey methodology that will come in the form of minor additions to the process. All visitors contacted will be asked two questions and their answers and gender will be noted on the log sheet provided. Maintaining an accurate log sheet for all visitors contacted during the survey distribution is imperative. A log template has been provided for you, and should be copied as many times as needed. You may also find this log on our website: [psu.uidaho.edu](http://psu.uidaho.edu)

At the completion of the survey distribution month; these logs sheets along with the coordinator report will need to be sent to the UI PSU using the enclosed envelope sent with the survey materials.

Thank you for your cooperation and continued support of this project.

During the initial contact with a visitor the following script and protocol should be followed.

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**IF A VISITOR ACCEPTS OR SAYS “YES”:**

1. Would you be willing to answer two quick questions for the accuracy of the record I keep of visitors I have contacted?
2. May I have your birth YEAR?
3. Considering all aspects of your experience, how would you rate the overall quality of facilities and services at this National Park Service site on a scale from 1 to 5, one being the best and five the worst?
4. Surveyor will note gender on log sheet.
5. Please fill out this short questionnaire and deposit in any Post Office mail box at your earliest convenience (if the site is using drop boxes please suggest this as an alternative to the visitor)
6. Thank you very much. We really appreciate your help and hope you enjoy your visit.

**IF A VISITOR REFUSES OR SAYS “NO”:**

1. I understand. Would you be willing to answer two quick questions for the accuracy of the records I keep of visitors I have contacted?
2. May I have your birth YEAR?
3. Considering all aspects of your experience, how would you rate the overall quality of facilities and services at this National Park Service site on a scale from 1 to 5, one being the best and five the worst?
4. Surveyor will note gender on the log sheet.
5. Thank you. We hope you enjoy your visit.

***Complete the Surveyor Record Sheet***

After approaching every visitor party, whether or not they accept a questionnaire, please record the following information on the Surveyor Record Sheet:

- For each visitor party approached check whether they accepted or refused to complete the questionnaire.
- Please ask the questions and fill in the record sheet as appropriate.
- If the surveyor is not able to get answers for the birth date and rating questions, explain the reason (i.e., “visitor was in a hurry to catch the bus”).
- For each day, please total the number of questionnaires accepted and refused.

# Surveyor Record Sheet

Would you be willing to answer two quick questions for the accuracy of the record I keep of visitors I have contacted?

- May I have your BIRTH YEAR?
- Considering all aspects of your experience, how would you rate the overall quality of facilities and services at this National Park Service site on a scale from 1 to 5, one being the best and five the worst?

Visitor Parties Approached	Received Survey		Gender		Birth Year (yyyy)	Rating 1-5
	YES	NO	MALE	FEMALE		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Daily Total						