## **Survey Protocol Worksheet**

Date: March 2017 Survey Name: Customer Service- Community Nutrition Gardening Presentation Survey Sponsoring Organization: Community Nutrition Survey Coordinator: Alberta Gorman,

To measure participants perception of customer service received by Community Nurstaff.  Survey Questionnaire  How will you choose to whom you will offer the survey?  How often will the survey be done?  How and by whom will the survey be administered?  Before the presentation the Survey will be placed on table with the sign in sheet. T will give a survey to participant. The presenter will encourage the participants to complete d survey and return it to the front table with the sign in sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Start to Finish  Data Flow from Start to Finish  How confidentiality will be assured?  To measure participants perception of customer service received by Community Nurstaff.  Community Nutrition Customer Survey- Gardening Presentations  Complete the survey.  After each gardening presentation.  Survey will be placed on table with the sign in sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Sheet. The presenter will tally the number of completed surveys received and place them in envelope, with the sign in Sheet. The presenter will tally the number of completed surveys received and place them in envelope. Work Table → Participants → Report at CN monthly meeting Destruction of Paper Questionnaires following Quality Check  The paper questionnaire will have no identifiers on it (i.e., no names or other identifier on the survey.	The r staff) nplete ne sheet.
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is entered in Survey Monkey by OA. The paper questionnaire will be kept in a locke	
cabinet in Office Assistant's work space until the quality check is completed. Then,	
paper questionnaire will be destroyed by shredding.	uic
How will the The presenter will complete a worksheet noting the percent of participants offered the	10
number of people survey and the percent of participants who have completed the survey (response rai	
offered and given worksheet to the Office Assistant.	ic) and
responding to the	
survey be	
recorded?	
What steps are Presenter will encourage all participants to complete surveys. 40 surveys, numbered	- lliw F
taken to assure be available for each presentation. The Presenter will monitor the response rate and	,, vv ∤
quality data? provide it and the surveys to the Office Assistant to enter in survey monkey. The Office Assistant to enter in survey monkey.	
Assistant will double check that data entered in survey monkey and excel file match	
completed paper copy surveys. Compare distributing of responses for key question	
between hard copy and survey monkey at least twice a year.	
Data Analysis Data entered into the survey monkey will exported to excel file, store in the 'O' drive.	. The
Office Assistance will send the excel file including graphs to the Vicki for Food Acces	
project on the Monday following the last of the presentations for the month. Project L	
will share results with the Community Nutrition staff at the monthly Community Nutrition	
meeting. Plot results by month with response rate and number of respondents. % s	
agree	strona
	strong
Who will receive Reports will be reviewed and discussed at the monthly Community Nutrition meeting	_
Who will receive Reports will be reviewed and discussed at the monthly Community Nutrition meeting the reports and first Thursday of every month	_
Who will receive the reports and how often?  Reports will be reviewed and discussed at the monthly Community Nutrition meeting first Thursday of every month.	_