## Civic Engagement and Volunteerism Instrument Testing Cognitive Interview Protocol

<b>I.</b>	Introduction			
Partic	ipant ID #:			
Interv	riew Date:	////	(mm/dd/yyy	y)
Interv	riewer initials:			
Start 7	Time:	AM / PM	End Time:	AM / PM
WELCOME PARTICIPANT AND THANK THEM FOR THEIR TIME.				
READ OR PARAPHRASE: Hello, my name is, and I work for the Census				
Bureau. Thank you for agreeing to participate in our study.				
The Census Bureau is working with the Corporation for National and Community Service to				
develop new questions for a supplemental survey to the Current Population Survey. Before				
surveys are conducted, it's important to try out questions with the help of people such as				

It is important that the questions make sense, are easy to answer, and that everyone understands the questions the same way. If you agree to take part in this study, I will read you the questions as if I were an interviewer contacting you at your home. After I ask you the all the survey questions, I will ask some follow-up questions about your answers and what you understood the question to mean. There are no right or wrong answers. Our purpose is not to compile information about you. Instead, your interview, along with those of others, will show us how to improve these questions for the survey.

yourself. The survey asks questions about your household, yourself, and other people who live

#### INFORMED CONSENT

with you.

Before we start, I would like you to read over the document in front of you. This document explains a little bit about this interview and provides information about your rights as a participant, such as all information you provide is confidential and we won't use your name or

specific circumstances in any report. It also asks for your permission to have this session audio recorded so that I can concentrate on you what are saying rather than having to take extensive notes. Please ask me any questions you have about this document. Once you have finished reading the document, please sign and date it.

# PARTICIPANT READS FORM THEN SIGNS AND DATES FORM INTERVIEWER SIGNS AND DATES FORM

Thank you for signing the consent form. I will also sign this form to show that I agree to everything in the form. At the end of the interview, I'll be sure to give you a copy for you to take with you.

IF PARTICIPANT PROVIDES CONSENT TO HAVE THE SESSION AUDIO-TAPED: I will now turn on the audio recorder.

Your participation in this interview is very important because it will help the Census Bureau with improving these questions. Your participation in this interview is voluntary, and you may decline to answer any question, or stop the interview at any time. We're scheduled to be here for about 60 minutes, and I won't keep you any longer. As a thank you for your help, we will give you \$40 after the interview is completed.

Do you have any questions?

### WRITE DOWN QUESTIONS

#### II. Administer Roster Questionnaire and then CEV Survey to Respondent / Respondents

#### III. Probes

Now I'd like to ask you a few questions about some of the questions you just answered.

**Q1. Research Question:** Who is respondent including in their response? What methods of communication are relevant?

### Person 1 Probes [ASK ALL RESPONDENTS]

The first question I asked about was, "In the past 12 months, that is from [FILL CURRENT MONTH] of 2015 until today, how often did you ... Talk to or spend time with friends and family? This may have been in person, over the phone, or through the internet or social media," and you answered [REPEAT PERSON 1'S ANSWER].

- How did you come up with your answer for this question?
- Who did you consider in your answer?
  - o [IF NEEDED] Do these people live nearby, or further away? Does distance matter?
  - o [IF NEEDED] Did you include any friends from your work?
- Do you consider interacting with friends and family through the internet or social media to be talking or spending time with them?
- Are there any other ways that you communicate with friends and family that we didn't ask about?
- This question asks about whether you talk or spend time with friends and family during the past 12 months. Would your answer have changed if we asked about the past year instead?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q2. Research Question:** What is respondents' understanding of societal, political, and local issues? Does the word "discuss" suggest a one or two-sided conversation?

#### **Person 1 Probes** [ASK ALL RESPONDENTS]

The next question I asked you about was "... How often did you ... Discuss political, societal, or local issues with friends or family? And you answered [REPEAT PERSON 1'S ANSWER].

- [IF "BASICALLY EVERY DAY" OR "A FEW TIMES A WEEK"] How did you come up with your answer?
- What does the word "discuss" mean to you in this question?
  - o [IF NEEDED] Does posting comments online count as discussing something?
- What does the phrase "societal issues" mean to you in this question?
  - O What is an example of a societal issue?
  - O What would you say is the difference between "societal issues" and "social issues"?
- This question also asked about "political issues" and "local issues." Can you give me an example of what you would consider a political issue? What about a local issue?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITIONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - o [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **Q3. Research Question:** Who are respondents including in their response? What does "help" mean?

#### **Person 1 Probes** [ASK ALL RESPONDENTS]

The next question I asked you about was "How often did you ... Provide food, housing, money or help for friends or extended family other than your children, parents, and spouses, partners or significant others?" And you answered [REPEAT PERSON 1'S ANSWER].

- Who were you thinking of when you answered this question?
- What does the phrase "extended family" mean to you in this question?
- What does the word "help" mean to you in the phrase "provide food, housing, money, or help"?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - o [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q4. Research Question:** Who does respondent consider to be their neighbors? What does "talk to" mean in this question?

#### **Person 1 Probes** [ASK ALL RESPONDENTS]

The next question I asked you about was "How often did you ... Talk to or spend time with neighbors? This may have been in person, over the phone, or through the internet or social media," and you answered [REPEAT PERSON 1'S ANSWER].

- Who did you consider your neighbors to be?
  - o [IF NEEDED] Is this determined by how closely they live to you?
  - O [IF NEEDED] How close to you would someone need to live for you to consider them your neighbor?
- If you were Facebook friends with a neighbor but never talked to them in person would you answer "Yes" to this question?
- What does the phrase "talk to" mean to you in this question?
  - O [IF NEEDED] Does just saying "hello" count, or would you need to have a conversation?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q6. Research Question:** What type of favors come to mind? Does respondent think the question implies reciprocity?

## Person 1 Probes [ASK ALL RESPONDENTS]

I also asked you "How often did you ... and your neighbors do favors for each other? By favors we mean such things as house sitting, watching each other's children, lending tools, and other things to help each other," and you answered [REPEAT PERSON 1'S ANSWER].

- [IF NOT AT ALL] What types of favors were you thinking of when I asked you this question?
  - o [IF NEEDED] What about pet sitting?
- [IF NOT NOT AT ALL] Can you tell me more about what you did?
  - o [IF NEEDED] Can you give me an example of a favor that you did?
  - o [IF NEEDED] What about a favor your neighbor did for you?
- When you answered this question, were you thinking only about times that you did favors for your neighbors, or were you also thinking about times that your neighbors did favors for you?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q7. Research Question:** What, if anything, do respondents see as the difference between Questions 6 and 7? Does the word "community" influence the context of the question?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "How often you ... got together with other people from your neighborhood to fix a problem or do something positive for your neighborhood or community?" And you answered [REPEAT PERSON 1'S ANSWER].

- What does the phrase "fix a problem" mean to you in this question? What about "do something positive"?
- What does "community" mean to you in this question?
- Were you thinking about favors that were done by the whole neighborhood generally or by individuals specifically?
- The last question I asked you about was about whether you and your neighbors do favors for each other. Do you see any difference between that question and this one?
  - o [IF YES] Tell me more about that.

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q8. Research Question:** How do respondents interpret "cultural background"? Is this question redundant with Q4?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "How often did you ... Talk to or spend time with people from a racial, ethnic, or cultural background that is different from yours? This may have been in person, over the phone, or through the internet or social media," and you answered [REPEAT PERSON 1'S ANSWER].

- [IF NOT "NOT AT ALL"] Who were you thinking of when you answered this question?
   o [IF NEEDED] Were you thinking about any family, friends, or neighbors?
  - o [ii ivending were you tilliking about any failing, friends, of heighbors
- What does "racial, ethnic, or cultural background" mean to you in this question?
- [IF NEEDED] What is an example of a cultural background?

## **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **Q9. Research Question:** What do respondents think about when answering this question?

**Person 1 Probes** [ASK ALL RESPONDENTS] Next I asked "How often did you ... Post your views about political, societal, or local issues on the internet or social media?" And you answered [REPEAT PERSON 1'S ANSWER].

- [ASK IF NOT NOT AT ALL] What were you thinking about when you answered this question?
- How easy or how difficult was it to answer this question?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **Q12. Research Question:** What do respondents consider to be local issues?

Next I asked "In the past 12 months, that is from [FILL CURRENT MONTH] of 2015 until today, did you ... Attend a public meeting to discuss a local issue?" And you answered [REPEAT PERSON 1'S ANSWER].

- [IF YES] Tell me more about the meeting you attended.
- [IF YES] What are some examples of local issues that came to mind when you were answering this question?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **Q13. Research Question:** What is meant by "contact" in this question?

## Person 1 Probes [ASK ALL RESPONDENTS]

Next I asked " ... Did you ... Contact or visit a public official – at any level of government – to express your opinion?" And you answered [REPEAT PERSON 1'S ANSWER].

- [IF YES] Tell me more about that.
- [IF NEEDED] What does "contact" mean to you in this question?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **Q14. Research Question:** Do respondents understand what is meant by "social or political values"?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "Did you ... Decide whether or not to buy products or services based on the social or political values of the company that provides them?" And you answered [REPEAT PERSON 1'S ANSWER].

- [IF YES] Can you tell me more about that?
- [IF NO] In your own words, what is this question asking?
- What does social or political values mean to you in this question?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

# **Q15. Research Question:** What do respondents understand group "membership" to mean in this question?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "Did you ... Belong to any groups, organizations, or associations?" And you answered [REPEAT PERSON 1'S ANSWER].

- What does "belong to" mean to you in this question?
  - o [IF NEEDED] Does it mean that you have to pay dues?
  - o [IF NEEDED] Does it mean that you have to be formally registered?
- [IF YES] What groups, organizations, or associations were you thinking of when you answered this question?
  - O How many groups, organizations, or associations do you belong to?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q15A1. Research Question**: What is respondent's role in the groups, organizations, or associations they are active with, and how do they meet with members?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "Thinking about the group, organization, or association with which you are most active, which best describes the proportion of your in-person activity to online activity?" And you answered [REPEAT PERSON 1'S ANSWER].

- What does "most active" mean to you in this question?
- How do you meet with the other members of this group?
- [IF NEEDED] What is your role in this group?
- What does the phrase "proportion of your in-person activity to online activity" mean to you?
- How easy or difficult was this question to answer?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q16. Research Question:** What volunteer organizations and volunteer roles are respondents thinking of?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "In the past 12 months, that is from [FILL CURRENT MONTH] of 2015 until today, did you ... Volunteer for a group, organization, or association?" And you answered [REPEAT PERSON 1'S ANSWER].

- What kinds of groups, organizations, or associations were you thinking about when you answered this question?
- [IF YES] How many groups, organizations, and associations do you volunteer with?
  - o [IF SAME NUMBER REPORTED FOR Q15 AND Q16] Are the groups that came to mind for this question different from those that you mentioned belonging to in the previous question?
- [IF YES] What is your role in this group / these groups?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q16A. Research Question:** How easy or difficult is it for respondents to report frequency of volunteering?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked "How often did you volunteer?"

- How did you come up with your answer?
- [IF NEEDED] How easy or difficult was this question for you?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

**Q16B. Research Question:** How easy or difficult is it for respondents to report the number of hours spent volunteering?

[ASK IF Q16A IS NOT AT ALL] Next I asked "Approximately how many hours did you volunteer?"

- How did you come up with your answer?
- How easy or difficult was this question for you?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

### **Q17. Research Question:** What do respondents understand "assets" and "property" to mean?

### **Person 1 Probes** [ASK ALL RESPONDENTS]

Next I asked you the questions "In the past 12 months, did you ... Give money, assets, or property with a combined value or more than \$25.00 to a political party, campaign, or organization?" And you answered [REPEAT PERSON 1'S ANSWER].

And "In the past 12 months, did you ... Give money, assets, or property with a combined value or more than \$25.00 to a charitable or religious organization or group?" And you answered [REPEAT PERSON 1'S ANSWER].

- [IF YES] Tell me more about that.
  - **o** [IF NEEDED] Have you given an assets or property to any of these types of organizations?
- What does "assets" mean to you in this question? What about "property"?

# **Additional Household Member Probes** NOTE: ASK THESE PROBES OF EACH ADDITONAL ADULT IN THE HOUSEHOLD.

When I asked you this question about [NAME] you answered [REPEAT ANSWER]

- Tell me more about your answer for [NAME].
  - O [IF NEEDED] How did you come up with your response for [NAME] for this question?
- How confident are you in your response for [NAME]?
  - O [IF NEEDED] How easy or difficult was it to choose an answer? IF DIFFICULT: Did you think about answering in another way than what you finally settled on for an answer? IF YES, Tell me about that.

#### ASK IF MORE THAN 1 ADDITIONAL ADULT IN HOUSEHOLD:

## **IV.** Debriefing Questions

Do you think other people might find any of these questions to be sensitive?

- [IF YES] Which ones?
- [IF NEEDED] What about the question do you think people would find sensitive?

## V. Closing and Incentive

Those are all the questions I have for you.

Is there anything else you would like to tell us that you haven't had a chance to mention yet?

Thank you for participating in this study. Your feedback has been very helpful.

TURN OFF TAPE RECORDER AND GIVE INCENTIVE. HAVE R SIGN THE PAYMENT VOUCHER.

Here is your money for helping me today. I need you to sign this payment voucher so the government knows that I gave you the money

MAKE SURE TO GIVE A COPY OF THE CONSENT FORM (NOT THE ONE SIGNED BY THE RESPONDENT) TO THE RESPONDENT AT THE END OF THE INTERVIEW.