

Here is a check list of what you will be

At least 2 weeks before data collection

- Select 4-5 participating classes and make sure you have the teacher's approval.
- Decide on the day of week for recruitment (Monday, Tuesday, etc.)
- Schedule time to present the evaluation to students (should take no more than about 15 minutes per class)
- Email us the mailing address of where the data will be collected and information about the classrooms selected (teacher names, grades, and data collection schedule).
- Pick up packets from school mailroom
- Write the day and date of data collection on each teacher instruction handout
- Write in teacher name, grade and date on each accelerometry log
- Write in date packets to be returned on the cover sheet (at least 1 day prior to data collection)
- Present the project to all 4-5 participating classrooms and distribute student packets to be sent home
- Work with teacher to arrange an activity for the time accelerometers are distributed



1 week before data collection (after you receive packets from the evaluation team)

- Present study to all 4-5 participating classrooms
- Distribute recruitment packets
- Request parent permission forms be returned as soon as possible

Week of data collection (morning)

- Arrive at least 10 minutes prior to school start to collect all completed packets and get set-up
- Show students the belt and remind them what they are going to be doing
- Read child assent to each student selected to participate
- After confirming parent consent form has been signed, call participating child and have them check the "yes" box in the assent form and to sign their name (liaison, please sign and date the back)
- In **chronological order starting with belt #1** fill in the belt log information (student name, gender, age, confirm signed consent AND assent, and confirmed that surveys are completed)
- Fit the student with the belt and immediately write start time on log

End of Data Collection (usually on a Friday)

- Remind students that accelerometers and belts are to be returned
- Collect accelerometers, belts and logs
- Distribute gift cards to all participating
- Send notes home if accelerometers and belts are not returned on due date
- Email Evaluation team to update on progress
- (End of semester) announce winner of the \$100 gift card raffle winnder

Week after data collection (or sooner if you prefer)

- Send accelerometers, belts and logs back to evaluation team
- Receive thank you gift

Step By Step Checklist for Data Collection

Day of Student Data Collection

Items to Bring

- o Pen
- o Cell phone or watch (to record time for belt on/off)
- o Accelerometry/Belt Log Tracking sheet
- o Belt Instructions handout
- o Box of belts
- o Stapler (in case any papers have been torn off from packet)

Steps to Follow

Morning

1. Arrive about 10 minutes prior to school start time to check in with teacher & get set-up
Note: You should have already asked teachers to organize packets such that all those with signed consent forms are at the top of the stack
2. After all students have arrived and are sitting together, show the class the belt & remind them what they are going to do
3. Read *Child Assent Form* to each participating student
4. Once the assent has been read and any questions have been answered, the teacher should initiate classroom activity so you can begin belt fitting
5. Beginning with the top packet, check to be sure the packet is complete
 - o Cover page (child name must be filled in)
 - o Note: If name not filled in, check parent consent form for last name or ask teacher for help
 - o Parent Consent Form (must be signed)
 - o Parent Demographic Survey (you may continue even if this information is missing)
 - o Child Assent
6. After you have checked to be sure packet is complete, call up the student
7. Remind the student of the assent form you just read and ask them to check “yes or no” to participate and to sign their name (if not already completed). You should date and sign your name at the bottom also.
Note: If the child declines to participate, ask them to return to the group activity
8. Ask the child to complete missing survey questions (as applicable)
9. Fill in the belt log information in chronological order, starting with Belt #1
 - o Name
 - o Gender
 - o Age (you will have to ask the student)
 - o Consent signed (check box if yes)
 - o Assent signed (check box if yes)
10. Immediately fit the student with the belt
 - o Belt worn around waist with the device resting on RIGHT hipbone
 - o Black button on the device facing up
 - o Over or under clothes
 - o Snug

- o Remind the students to not leave school without returning the belt and not to let their friends wear it
11. Write in "Time Belt On" on the tracking sheet (use cell phone for time)
 12. Write the belt number and accelerometer number on the upper right corner of every page of the packet
 13. Ask the student to sit down and repeat process until all participating students have been fitted