DIRECTIONS: Each recruiter is responsible for collecting 100 surveys from HS students from grades 9-12, so how am I going to collect these?

- Only one set of surveys can come from an education focused class or group (i.e. Ed Professions class, Early Childhood Class, FEA group, etc.)
- The remaining surveys should come from non-education focused classes or groups (i.e. math class presentation, National Honor Society group presentation, Career Center presentation, etc.)
- You should not collect a survey unless you have given your actual presentation. In other words, do not collect surveys at a career fair or when you are meeting one on one with students.
  - Give the presentation and leave about 5-10 minutes at the end to allow students to complete the survey. Less time is typically needed if they complete it online, more if by hand. Do not give it to them ahead of time otherwise they will complete it while you are talking and will provide invalid data.
- Ideally, you should reach 100 quite easily over the course of 1 semester.
  - Example:
    - 25 collected from an Ed Professions class presentation
    - 30 collected from an AP Math class presentation
    - 20 collected from a presentation to students in the National Honor Society group
    - 25 collected from a presentation to an English class

How will I administer the survey?

- While it is ideal for all students to complete surveys on individual computers at each presentation you give, this may not always be the case.
  - Create unique survey links for each individual recruiter. Consider putting these unique links onto sticker labels. You can then give these labels to students to login and complete the survey after you have given your presentation.
  - Only use your link, do not share your link with another recruiter as everyone has their own unique link.
- In some instances you will have to take paper copies of the survey to your schools. (Ask ahead of time if the students each have access to computers or if you are presenting in a computer lab where they can all complete the survey afterwards. If not, go to your school prepared with enough copies)
- If students complete the survey in paper format, each recruiter will enter their set of data using their unique link. Essentially, you log in as if you were a student to take the survey, inputting the responses s/he gave. As student workers for help, if necessary.

- Once you enter the paper survey responses into the online form, save them in a safe place, such as a folder, until all 100 are collected.

- To ensure you know which classes the survey completions are from, keep a list of how many surveys you collected from each administration you conduct. Keep this list with your survey completions.

  - Example: If you present to an Ed Professions class of 25 on October 5th, and they all took it online that day while you were there, just make a list that says you got 25 surveys from the Ed Professions class at Cactus HS on October 5th and that they all completed them online.

  - Example: If you present to an Ed Professions class of 25 on October 5th but they all completed the survey on a paper copy and you enter those 25 into the online link on October 10th, just indicate exactly that.