

Texas Youth Tobacco Survey

Survey Administration Guide

Your school has elected to participate in the *Texas Youth Tobacco Survey*. The survey is sponsored and designed by the Texas Department of State Health Services (DSHS) and is facilitated by The Bush School at Texas A&M University. You will be administering the survey in one or more classrooms at your campus. TAMU has prepared this Survey Administration Guide to provide information and instructions for conducting the survey.

- Each classroom envelope should have a sufficient number of surveys to accommodate survey administration in the designated classes. If necessary, additional surveys should be requested from the survey coordinator at your campus. Please only administer the survey to the class listed on the label; as these are the classes that received parental notification.
- Please review the Classroom Identification label on the front of your envelope. It is very important that you write the **campus name** (if it is not already written on the label) on this label.
- Please read all instructions carefully before administering the survey. It is important that these procedures are followed so that administration of the survey is uniform throughout each school. Please stress to the students that their responses are **entirely anonymous**.
- Your attitude towards this survey is extremely important. If students sense the importance of this information, they will take the survey more seriously.
- In addition, your physical position in the classroom may influence the way students answer questions. While students are taking the survey, do not walk around the room. Please sit or stand in a part of the room away from students.
- Try to keep students as quiet as possible throughout survey administration. If students are allowed to talk about the contents of the survey or their own experiences, peer influence could cause students to either inflate or under-report their own tobacco habits.
- The survey should take approximately 45 minutes to administer.
- To maintain student confidentiality, **do not view completed survey instruments**.
- Students must use a #2 pencil. Be prepared to provide pencils to students who may not have one. Surveys completed in pen or marker will not be processed.

Thank you very much for your assistance with this important research project.

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Survey Administration Procedure

1. **Before handing out surveys**, please tell students the following:

“This survey is for the Texas Department of State Health Services. Survey results will be used for evaluating and planning tobacco prevention programs for students in grades 6 through 12. No student is required to participate in this survey. This survey will ask questions about your experiences with tobacco use. Do not turn the pages or begin answering questions until we have gone over the survey instructions.”

2. Make sure all students have a #2 pencil to complete the survey.

3. Hand out the surveys and please tell students the following:

“I cannot answer questions about specific tobacco products or tell you what questions mean.”

4. Please emphasize the following points to the students:

****This survey is completely voluntary.**

****No one will know how individual students answer questions.**

****If you do not feel comfortable answering a question or feel you cannot answer a question honestly, leave it blank.**

5. If students refuse to take the survey, have them work quietly at their seat or send them to an area designated by your campus coordinator.

6. Collect all completed surveys and place in envelope. Please do not view completed surveys instruments. **PLEASE DO NOT PUT UNUSED SURVEYS IN THE ENVELOPE.** Seal the envelope.

7. **Please verify the completion of the Classroom Identification label** on the front of your classroom envelope. It is very important that the **campus name** is written on this label.

8. Return classroom envelope and unused surveys as instructed by the Survey Coordinator at your campus/district.

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