

Survey Coordinator's Responsibilities

1. Distribution of the Survey Administration Guide (*one week before administration*)

The *Survey Administration Guide* enclosed in this mailing is designed to instruct the individuals who will administer the survey. Please distribute the Guide to all survey administrators (i.e. teachers). Check for understanding and make sure all questions are answered.

2. Distribution of Survey Instruments and Classroom Envelopes

If the materials are not pre-packaged:

- a) Count out a set of surveys for the appropriate number of students in each participating class;
- b) Place each set of surveys in a classroom envelope;
- c) Label each classroom envelope to indicate which class it is along with **the campus name**. Do not seal the envelopes;
- d) Ensure each classroom envelope contains a copy of the *Survey Administration Guide*.

On day of survey administration:

Distribute envelopes filled with the correct number of surveys and a copy of the *Survey Administration Guide* to each survey administrator.

3. Packaging the Materials for Delivery to TAMU

After the survey has been administered, teachers will be instructed to seal the completed survey forms in the envelopes. Unused blank forms should be kept together **outside the envelope**. Teachers should not leave the room with the sealed envelopes. Rather, someone who did not participate in the actual survey administration should collect the envelopes.

As the Survey Coordinator, you should clearly designate a central location where the envelopes and surveys should be sent. Completed surveys should remain in the sealed envelopes, and the envelopes should be grouped together and **clearly labeled** with the campus name. **Blank surveys should be returned** to TAMU along with the classroom envelopes. All survey materials should be boxed, and the boxes should be labeled sequentially (i.e., one of three, two of three, etc.). Please email project staff at txschoolreturns@tamu.edu when you are ready to ship your materials and we will email you a return shipping label. Materials should be sent in a single mailing. Ship to:

**Texas Youth Tobacco Survey
The Bush School / Texas A&M University
2129 Allen Building
College Station, TX 77843-4220**