

Instructions for Administering the Post-Year Survey

Before Passing Out the Survey:

1. **Check to see whether consent is given for each girl to take the survey under the Council Surveys section on each girl's Annual Permission Form.** A Parent/Guardian Consent Log is provided to help you keep track of which girls are allowed to take the survey. You do not have to fill the form out if it is not a helpful way for you to keep track of which girls have permission to take the survey. However, you **MUST** make sure that each girl who takes the survey has her parent/guardian's consent.
2. **Make completing the survey a fun activity and make the girls feel special for participating.** Tell the girls that their opinions are so important to the council that they were selected to complete a questionnaire.
3. **Have a quiet time activity available for girls who finish early.** This is important so they do not distract the others still completing the survey.
4. **Create an atmosphere of privacy.** Allow girls to move to a place where nobody can see their answers.

Instructions:

1. **Pass out the surveys to girls who have permission to participate in the surveys.** Make sure you have an alternate activity for girls who do not have permission to participate in the survey.
2. **Please read aloud the following points to the girls before they take the surveys:**
 - Answer the questions honestly; there are no right or wrong answers.
 - The surveys are private; nobody will know who gave what answers since you will not write your name on the survey.
 - Try to answer every question; if you don't understand or don't feel comfortable answering a certain question, circle the question mark for that question or leave it blank.
3. **Do not interpret any question for a girl.** If a girl asks what a question means, read it aloud to her. Then tell her to take her best guess about what it means. If she is still confused, have her circle the question mark (?) for that item.

When the survey is completed:

1. **When each girl is finished, have her place the survey in the large envelope by herself.** Make sure that it does not appear that you are trying to read her answers.
2. **If a girl does not want to complete the survey, do not pressure her to do so.** Provide an alternative activity for girls who do not want to complete the survey, as well as for the girls who do not have parent/guardian permission, while the others are completing the survey.
3. **Thank girls for their participation.** Reinforce how important their opinions are in making Girl Scouts an important and fun experience!
4. **Return the envelope with the completed surveys to GSEM by June 1st.** If you are unable to drop the surveys off at the Girl Scouts of Eastern Massachusetts' Boston office (95 Berkeley St, Boston, MA 02116) before June 1st, please arrange for a council staff member to pick up the surveys from you.