

P&I evaluation protocol: *Youth Groups*

Overview

The goals of this evaluation are to:

1. Identify youth group members' interests and preferences to inform planning for youth group activities throughout the school year.
2. Understand youth group members' satisfaction with the group and ideas for future improvement.

This evaluation will give youth group members an opportunity to confidentially offer their opinions about the group both at the beginning and the end. This information can help you work with youth group leaders to improve the group and increase youth engagement.

Data collection

There are two separate surveys that will be administered for this evaluation:

Youth Group Planning Survey - Should be given to youth group members at one of the first group meetings

Youth Group Year-End Feedback Survey - Should be given to members at the final youth group meeting

Below are procedures for collecting both of these surveys:

- For both of these surveys, you may need to partner with youth group leaders to provide copies of the survey, instruct them on the administration of the surveys, and facilitate the return of the surveys to you. You may wish to hold an orientation with youth group leaders to teach them about the administration of these surveys and answer any questions they may have. If one of your staff serves as a leader, you may wish to put that person in charge of the evaluation component.
- Each student will be asked to complete each survey at the appropriate time. Completed surveys will be collected by youth group leaders after students have had adequate time to complete the survey. Leaders should plan for the surveys to take up about 15 minutes in their agenda.
- Once students have completed the surveys, there should be a manila envelope that they can place the completed surveys in without other people viewing their responses.
- The youth group leaders should seal the manila envelope and return it to you after each administration so you can store it in a secure place and prepare the surveys for data entry.

Consent

Because names will not be included on these surveys and information is not personally sensitive in nature, a formal consent form is not needed for participation. However, participation is voluntary, so if a student does not wish to complete the survey, he/she is not required to do so.

Privacy/confidentiality

Because you are collecting this information from students directly, there may be some concern on their behalf about you or the youth group leaders seeing the information. To ensure all students feel comfortable completing the surveys, inform them that the surveys are anonymous and results will be seen only by your staff and will be used for improving youth group activities. To help increase student comfort with the evaluation, we suggest collecting the completed surveys in a manila envelope to reassure students that their responses will not be seen by their peers and that their survey will remain anonymous.

Data entry and analysis

Once you have collected the surveys, you will be responsible for completing data entry and analysis for your own youth groups. Wilder has created an Excel spreadsheet for completing data entry and another spreadsheet in the same workbook that will automatically analyze results from each survey. If you have any questions about the survey or the data entry or analysis, please contact Kristin Dillon (kristin.dillon@wilder.org).

The following provides a step-by-step process for completing the data entry into Excel.

1. Assign an ID number to each completed survey and write it at the top of the survey. These can be consecutive numbers (such as 1, 2, 3, 4), but each number should be used only once, even across different batches of surveys.
2. For the first survey, type in the ID number and date completed, listed at the top of the survey. You can type dates in with abbreviations or numbers – they will automatically format to “mo/day/yr” style.
3. Each survey question is identified in the spreadsheet by the question number (Question 1 = 1) and the text from that question.
4. Click on the cell under column C in the Youth Group Planning Survey spreadsheet or column E in the Youth Year-End Feedback Survey spreadsheet to record the data for Question 1 for the relevant survey. A gray arrow will appear to the right of the cell – click on this arrow to access a drop-down menu of responses. Select the response that corresponds with the survey answer. *Note: be sure to select the response carefully and check your answers. It is easy to make errors at this step in the process.*

5. Repeat step 4 for the rest of the survey questions. Please note that some questions have multiple columns in which you are asked to select whether different options were “checked” or “not checked.” Please be careful that you enter the correct responses in these columns.
6. The final questions on each survey are write-in questions. No gray arrow will appear when you click on the cell. Instead, type the answer directly into the box.
7. Repeat steps for all surveys. If a student left any questions blank, you should leave those cells blank on the spreadsheet.
8. Once the data has been entered, you can view the analyses by clicking on the “Data Summary” tab at the bottom of the screen. Counts and percentages of responses will be automatically generated from the information you entered.

Reporting

- You will be responsible for reporting data from these surveys to DHS and youth groups, at the individual site level.
- You may report your results to DHS by including a copy of the Data Summary tab of the excel file with your mid-year and annual reports. Please add narrative describing any lessons learned from the results and how you intend to use this information to help you improve your youth groups.
- The most important group to receive a report from this survey is the youth group. These findings will have a direct impact on their work.
- It may be helpful for your coalition members and other important stakeholders to receive this information as well. This can be a simple way to demonstrate the hard work of you and your youth groups in coordinating these activities.
- To report the results to youth groups and other stakeholders, you can prepare a simple one-page summary to hand out to them. In this summary, you should include a sentence or two about the youth group, it’s purpose and goals, the number of participants, and the time period these activities spanned for the data included in that particular summary.
- In these summaries, when you report the quantitative data, you may choose to simply list the questions and responses (Sample 1 below), write the responses in a narrative form (Sample 2 below), create a table with the responses (Sample 3 below), or create copies of the Data Summary tab of the Excel file. Your decision on how to present the quantitative data should be based on your preferences and those of the people with whom you are sharing these findings.

Sample 1 – Question and response list

Question: “What days and times would work the best for you to meet?”

Responses: (N=15)

40% Weekdays during the day (Monday – Friday)

35% Weekday evenings (Monday – Thursday)

20% Weekends during the day (Saturday or Sunday)

15% Weekend evenings (Friday – Sunday)

5% Some other time

Sample 2 - Narrative

Youth group members tend to feel that presentations and working on media are “great” (67% and 57% respectively) but that organizing behind the scenes is “okay” (64%).

Sample 3 - Table

	Strongly disagree	Disagree	Agree	Strongly agree
I feel welcome in the group. (N=8)	1	2	2	3
I feel like I can share my ideas with the group. (N=8)	-	3	1	4

- The open-ended responses will also be helpful to report to youth groups and possibly other stakeholders. You can report the open-ended responses either as a de-identified verbatim list or as a list of themes. If you are including a list of verbatim responses, it is essential that you make sure you remove any information that could be identifying, such as ages, names, genders, etc. If you remove information, just insert a bracket with a description of the type of information that was removed, for example, “working with [another student] was really fun.”
- For more information about reporting open-ended responses, please see the Reporting section of this binder.
- For more information on interpreting these results and reporting, please see the Reporting section of this binder.