

2007-08 IPTV/RTL End-of-Year Evaluation Survey Directions for FAMILY Book Club Trainers

Important Notes about the End-of-Year Evaluation Survey:

1. You will give the survey the month before your last Book Club session. (If your last session is in May, give the surveys in April. If your last session is in June, give the surveys in May.) This will allow you to have those who miss your second-to-last session do the survey at your last session.
2. Separate the surveys. **Participants will complete the AFTER survey first, then the BEFORE survey.**
3. Assign a simple participant code to each person.
 - ▲ Give each person a number (1, 2, 3, etc.) or use their first & last initial if none are the same (DG, TL, etc.)
 - ▲ Fill in the participant code on each person's **BEFORE** and **AFTER** surveys. **Use the same code on both the BEFORE survey and the AFTER survey.**
4. IPTV highly recommends that you – the trainer – complete the following survey identification information for your participants, as it will save time and confusion:
 - ▲ Participant code
 - ▲ Age of child
 - ▲ Sex of child
 - ▲ Today's Date (use the date that the survey is being given)
 - ▲ IPTV Family Book Club Name – **This is the name you use on your monthly reporting form.**
 - ▲ Family Book Club Trainer's Name
 - ▲ How many book club sessions the participant has attended between September 1, 2007 and the day you give the survey. **The number of sessions attended should not include the session in which the survey is being completed.**
5. When writing in the ages and sex of the children on the survey, think of the child **in your program**. It is **this child** that we want the participants to focus on when they complete the questionnaire. ***If the participant has two or more children in the program, select the oldest child in the program and write in his/her age and sex. Ask the participant to think about only that child when completing the survey.***
6. Distribute the **AFTER** survey first. Collect the **AFTER** survey, **then** distribute the **BEFORE** survey. If someone wants to compare what they marked on the first survey before answering the second survey, do not let them do so
7. ***If more than one of a child's parents or family members have attended Family Book Club sessions, each should complete his/her own survey without consulting with each other.***
8. Depending on your group, you may read each question to the participants. You may also divide the participants into small groups or work with them one-on-one.
9. The surveys will be color coded. The **AFTER** survey will be white and the **BEFORE** survey will be yellow.
10. Participants may need a short stretch break between the **AFTER** and **BEFORE** surveys. Dena suggests having the participants do some kind of physical movement such as standing up, doing 5 jumping jacks, turning around in a circle 3 times, 2 toe touches, or something else. Then sit and do the **BEFORE** survey.
11. Returning your surveys to IPTV:
 - ▲ If your last Book Club session is in May, your End-of-Year Evaluation surveys are due June 5.
 - ▲ If your last Book Club session is in June, your End-of-Year Evaluation surveys are due June 20.
 - ▲ Mail surveys to: Tammy Lorch – Iowa Public Television – PO Box 6450 – Johnston, IA 50131
 - ▲ Do **NOT** send surveys to IPTV in boxes with undistributed books!

SURVEY DIRECTIONS *(Please read these to the group.)*

1. Iowa Public Television's Ready to Learn service has two surveys for us to complete. This is a requirement of the grant that provides us with books and materials for each book club session.
2. This is **not** a test. No one will know your answers or your name. You do **not have to put your name on this**. I have assigned each of you a code. It will be on both of your surveys. IPTV will use it instead of your name.

*(Distribute one copy of the **AFTER** survey to each participant.)*

3. As you complete the survey, please remember that there are no wrong answers. Please be honest. I will be sending the surveys to Iowa Public Television. They will compile the answers and then let me know how our group responded to the survey. They won't let me know how each of you answered but how the group answered. So, the report might say, "10 people answered 'yes' to question 1."
4. Do you have any questions? If you have questions when you are completing the survey, let me know and I will be glad to help.
5. Please follow along as I read the directions and then we will do question 1 together. Remember, there are no wrong answers and no one will know how you answered.
6. When you answer each question,
 - ▲ think about what you do **now** since you started coming to book club.
 - ▲ think about your child who attends this program. (If you have more than one child in the program, think of only your oldest child when you answer the questions.)
 - ▲ think about what a **typical** day, week, or month is like **now** since you've been coming to book club.
7. Circle only one answer for each statement. Do not put your circle between or around two choices because your answer will not be counted
8. The first question says, "**NOW**, I have conversations with my child." Think about what you do **now** after you have been attending book club meetings. If you are not having conversations with your child now, circle "NO." If you are having conversations with your child, circle one of the following: 1 time a month, 1-3 times a month, 1-3 times a week, 4-6 times a week, or every day. Pick one of the choices that best reflects what you do now. Remember, there are no wrong answers and no one will know how you answered.

(After everyone has completed question 1, proceed with the next set of directions.)

9. Please read and complete the statements for questions 2-13 in the same way. Then stop.

10. Do you have any questions about what you are supposed to do?

(After everyone has completed question 13, proceed with the next set of directions.)

11. Look at question 14. “**Now**, my child spends _____ minutes **each day** with all screens/screen media, such as television, videos/DVDs, computers, and gaming devices (such as Gameboy, Xbox or PlayStation). Think about a typical day. Circle one answer that best completes the sentence.

12. Please turn in the **AFTER** survey now.

*(Collect the **AFTER** surveys before you distribute the **BEFORE** survey.)*

*(Distribute one copy of the **BEFORE** survey to each participant.)*

13. This is the second survey. When you are completing it, please remember that there are no wrong answers. No one will know how you answered each question.

14. This survey is much like the first one **EXCEPT** you are to think about what you did **BEFORE** you started coming to book club sessions.

15. Think about:

- ▲ your child who is in the program (the same child you thought about in the **AFTER** survey)--what you did with him or her **BEFORE** you attended the book club sessions.
- ▲ what a typical day, week, or month was like **BEFORE** you began coming to book club.
- ▲ what you did **BEFORE** you attended the book club sessions.

16. It is important that you think of a typical day **BEFORE** you attended a book club session. If you have questions, let me know and I will be glad to help.

(After everyone has finished, proceed with the next set of directions.)

17. Please turn in the **BEFORE** survey.

*(Collect the **BEFORE** survey.)*