

Survey distribution guidelines for Motivators

This survey is being conducted by the British Heart Foundation National Centre for Physical Activity and Health to help evaluate the Us Girls Alive clubs. The survey is very important to help StreetGames understand the effects of the Us Girls Alive clubs on young women. We would like as many participants as possible to complete the survey so we can take into account the views and experiences of everyone.

All participants joining a club on or before 31st March 2013 should be given a survey to complete either when they first register for the Us Girls Alive club or as soon as possible afterwards.

The survey should only take about 10 minutes to complete. We would like to ask you to give participants the opportunity to complete the survey during one of your sessions.

A freepost envelope is being provided so that there is no cost to the participants or the Motivators for returning the surveys to the evaluation team.

We are asking Motivators to help us with distributing the survey and ensuring they are completed and returned to the evaluation team. The following steps should be taken to ensure the survey is distributed in the same way across each club:

<u>Step 1:</u>	<p>When registering for the Us Girls Alive programme each participant should be given a printed copy of the survey, the information sheet and a pre-labelled envelope and encouraged to complete the survey before the end of the session.</p> <p>If the participant is aged under 18 years, it is important for you to give her copies of the parental/carer information sheets which should be taken home and given to the participants' parent or guardian.</p>
<u>Step 2:</u>	<p>Briefly explain to the participant why the survey is being undertaken and the importance of completing it. Ensure the following concepts are explained:</p> <p>a) <u>the survey is being conducted to help evaluate the Us Girls Alive clubs and to help improve the clubs in the future so it is important that everyone completes it</u></p> <p>b) <u>the survey is being conducted by an independent organisation and only evaluators from that organisation will see the answers</u></p> <p>c) <u>all information provided will be private and confidential</u></p> <p>d) <u>there is the chance to win a £10 shopping voucher if you complete the survey.</u></p>
<u>Step 3:</u>	<p>Ask the participants to fill in the survey before the end of the session and instruct them to place the survey in the envelope and seal it before handing it back to you (their Motivator).</p>
<u>Step 4:</u>	<p>Collect all the completed surveys and post the surveys back to us as soon as possible using a normal post box. There is no need to add a stamp to the envelopes.</p>