

---

## Youth Crime Watch of America (YCWA) Evaluation Toolkit Post Survey Introduction

---

Welcome to the YCWA Evaluation Toolkit Post Survey Introduction. This section includes all of the instructions you will need for data collection at the end of the school year. The YCW Student Survey and YCW Advisor Post Survey are posted as separate downloadable documents on the website. Included in this section are:

- “How to prepare for the YCW Student Post Survey Administration”
- “Administering the YCW Student Post Survey”
- The YCW Student Post Survey Sign-in Sheet

These are the only materials you will need to use. Photocopy both surveys and the sign-in sheet, so that you can always have an original in your Toolkit. If you have any questions, call Dr. Christy Lynch at 410-371-0706. Good Luck!!

---

## How to Prepare for the *YCW Student Post Survey Administration*

---

Please follow these steps for planning your post-survey data collection:

***To do immediately:***

**Step 1. Read the checklist and information in *YCWA Evaluation Toolkit Introduction* (if you have not already done so), and make sure that you have all materials in the package.**

**Step 2. Select a YCW group meeting date and time to administer the post-survey in April or May.**

**Step 3. If possible, tell the YCW group about the survey as soon as possible, and make sure that they will have a pen or pencil on the day of the survey.**

Tell the students that their group has been selected to be part of a very important study. They will be asked to complete a survey. Let them know what day/time they will complete the survey, and let them know that it is similar to a survey that was given in the Fall. The questions are not a test. There are no right or wrong answers. Your Youth Crime Watch program and Youth Crime Watch of America wants to know how students think about themselves and the program. Their opinions are very important. Encourage the youth to please come to the group promptly so that they don't miss any part of the survey. If a student is not in the group on the day the post survey is administered, please try very hard to obtain their post survey (especially if you know they took the pre survey).

***The days before administering surveys:***

**Step 4. Make enough photocopies of the post surveys for each student in the group, and obtain some extra pencils or pens.**

Before the day of the post survey, make certain that you have enough surveys. Have some extra pens/pencils on hand "just-in-case." If you know that your YCW will be in an environment where they will not have a pen or pencil, please make arrangements for pens/pencils to be available.

**Step 5. Obtain a large manilla envelope that can be sealed and will be large enough to hold the completed student post surveys.**

***The day of the survey administration:***

**Step 6. Take the manilla envelope, the copied student post surveys, extra pens/pencils, the post sign in sheet, and the post survey instruction sheet to the YCW group meeting on the selected date, and follow the instructions on the sheet titled *Administering the YCW Student Post Survey*.**

When surveying the youth, you will need: photocopied YCW Student Post Surveys, a manilla envelope, the post survey sign-in sheet, and the instruction sheet (*See 'Administering the YCW Student Post Survey' below*).

**Step 7. Make a photocopy of and complete the YCW Advisor Post Survey.**

Make a photocopy of and complete the YCW Advisor Post Survey. If there is more than one advisor, select only one advisor to complete the survey – preferably the advisor most involved and with the most knowledge of the YCW program at that school.

**Step 8. Tally the results of the surveys.**

Enter the survey results into the database that you created at the beginning of the year. Once you analyze the data, you will then be able to pick and choose those questions that are most important for your YCW Program to examine. It is best if you examine the data only from those students that responded during the pre AND post survey session. If you do, you will be better able to compare their answers at the beginning of the year and at the end of the year.

When interpreting the results of your surveys, take some time to refer to previous reports that summarize the results of two YCWA research studies:

Partners in Evaluation & Planning with SPEC Associates (2004). *Youth Crime Watch of America 2003-2004 YCWA Evaluation Toolkit Pilot Study DeKalb County, Georgia*. Sykesville: Maryland.

SPEC Associates with Partners in Evaluation and Planning (2003). *Youth Crime Watch of America: 2001-2001 National Outcome Study*. Detroit: Michigan.

These will assist you in determining how well your program is doing compared to other YCW programs across the country. Copies of these reports are available from YCWA.

If you do not have the expertise or tools need to analyze the survey data, you may be able to contract with Partners in Evaluation & Planning, LLC to do this for you. To get more information on how to do this, call Dr. Christy Lynch at 410-371-0706.

---

## Administering the *YCW Student Post Survey*

---

***Please read these instructions completely BEFORE beginning.***

Please follow these steps for administering the *YCW Student Post Survey*.

**Step 1. With both the *YCW Student Post Sign-In Sheet* and copies of the *YCW Student Post Surveys* in hand, read the following instructions to the youth.**

It is important to read the following instructions *exactly how they are written*. Once the youth are settled, begin reading:

*“Now we are going to do a survey as part of a project that our school and Youth Crime Watch of America are doing. First, I will pass out a sign-in sheet. This will help me tell whether you took a survey at the beginning of the school year. **[PASS OUT THE YCW STUDENT POST SIGN-IN SHEET]**. Please print legibly.*

*I will pass out one survey to each of you. There are no right or wrong answers. We want to know what you think or feel about certain things. Try to answer each question. Your first answer is usually your best answer, so don't think too hard or too long about each question. If you don't understand a question, reread it and take your best guess about what it means. **Do not ask me, or any other person what they think the item means.** If you don't understand the question after reading it again, skip that question and move on to the next one.*

*Nobody will know what answers you gave. You can see that you are not to put your name on the survey. There are a few questions which ask you to write your initials and birth date. This is so that they can match the survey you fill out today, with the one you completed earlier this school year, but they will not know who you are. Also, after we are all finished I will come around the room and ask you to put your survey in this envelope yourself, so that other students will not see your answers.*

*Again, your answers will be confidential, and this is not a test. Does everyone have a pencil or pen? Are you ready to begin? **[ANSWER ANY QUESTIONS THE YOUTH RAISE, AND PASS OUT THE SURVEYS]** Please read the instructions at the top before you begin.”*

**Step 2. Collect the completed surveys using a manilla envelope.**

After the students have finished the survey, let them put their own survey into the envelope.

**Step 3. Compare Pre-Survey Sign-in and Post-Survey Sign-In Sheets**

Following the group meeting, compare the sign-in sheets from the pre survey and the post survey. If a student who took the pre survey was not available in the group meeting, please try to administer them a post survey within one week. If there were students who took the post survey, but did not take the pre-survey, you can include their surveys in your database, but you will not be able to compare their results from the beginning of the year. **They do not need to take a pre-survey now – it is too late. It is very important to try to obtain as many matching post-surveys as possible!!**

**YCW STUDENT SURVEY (POST)  
SIGN-IN SHEET**



***Please print your name legibly and pass it to the next person.  
This list will only be used to help us make sure you also took the Fall  
Survey. No one will know how you answered your survey.***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_