



Student-Family Survey Instructions

Student-family surveys are read by optical scanner. This procedure greatly reduces the time needed for data entry, but it also means that each College Goal Sunday site must use the same survey forms and must take care in reproducing them.

Please do not make any changes to these forms!

Reproducing the surveys:

- Survey forms should be printed using a laser printer and then photocopied paying close attention to the alignment.
- Write the site name in the upper right corner before photocopying the forms.
- Ordinary 8 ½ by 11 (or 8 ½ by 14) copier paper can be used. If you use colored paper, choose a light or pastel color (pink or yellow). Bright colors like orange, blue or purple paper does not scan well.
- Please be sure that the survey forms are centered on the page and clearly copied—not smudged, overly dark, skewed, or reduced in size.
- The student-family survey must be double-sided (not two single-sided sheets)

Administering the surveys:

- Please make sure that participants fill out only one survey for each FAFSA completer. For example, a student attending with his or her parents should fill out only one survey for the family while a couple who are both planning to enroll in college should each fill out a survey.
- Participants must use pencil or blue/black ink and must fill in the bubbles completely. It's a good idea to have some pens or pencils available for those who need them.
- To make it easy for participants to return their surveys, clearly marked boxes should be placed at each exit. If you can spare a volunteer to collect the surveys, that would be even better.
- Some states have had success with requiring a completed survey in order to enter a drawing for a scholarship or other prize. One strategy is to give participants entry forms for the drawing when they hand in their surveys. Another option is to copy the survey onto 8 ½ by 14 paper and use the bottom section as an entry form that can be removed when the survey is returned.
- If you wish to gather additional information from your attendees, please include those questions on a registration form.
- Please do not staple registration forms or any other materials to the surveys.

Returning the surveys:

- Site coordinators should return surveys by mail (not fax) to their state coordinator **within one week of the event.**

Mail collected surveys to:

ENLACE Florida, University of South Florida, 4202 E. Fowler Avenue,
SOC 107, Tampa, FL 33620

- Please send only the surveys, sign-in sheets, and ALL drawing entry forms.