



Follow-up Survey Guidelines for SR2S Awardees

Thank you for following these guidelines. Information from parent and student surveys will be used to help strengthen Safe Routes to School (SR2S) programs and measure the effectiveness of SR2S activities. The survey process is administered by Michigan State University (MSU) in cooperation with the Michigan Fitness Foundation.

Steps to take to complete the surveys:

1. Administer the surveys the second or third week of October 2009, if possible. Administer all surveys in the same approximate time period.
2. Surveys must be completed and submitted to MSU before your final reimbursement check is issued.
3. Three surveys are required: **Student Survey**, **Parent Survey (one per household)**, and **Travel Behavior Tally**
4. **Do not copy any of the surveys directly from the SR2S Handbook.** Any surveys that are copied from the Handbook and turned in for processing will be returned to the school and will need to be redone.
5. To obtain the **Travel Behavior Tally** and other paper surveys if needed:
 - a. Complete the **Survey Request Form** (attached or can be downloaded from www.saferoutesmichigan.org.)
 - b. Fax, email, or mail the completed form to Dr. Christine Vogt, Michigan State University, 131 Natural Resources Bldg. East Lansing MI 48824-1222, fax:517.353.8994, or vogtc@msu.edu.
 - c. Allow 7-10 business days from the date you submit your request to receive the **Travel Behavior Tally** and any Parent Surveys that were requested. They will be mailed to you.
 - d. NOTE: **Student Surveys** must be done online (see below). **Parent Surveys** may be completed online or in paper form (see below). The **Travel Behavior Tally** must be completed in paper form.
6. To complete the paper **Travel Behavior Tally**:
 - a. Teachers complete the Travel Behavior Tally for 5 consecutive days, in the classroom, for all K-8 grades.
7. To complete the online Student Survey:
 - a. Review the **technology requirements** to ensure the school's computers are compatible with the SR2S survey software. [Click here](#) to review the requirements or visit www.saferoutesmichigan.org/surveys.htm.
 - b. Administer the Student Survey online in the school's computer lab. [Click here](#) to access the online student surveys or link to the surveys at www.saferoutesmichigan.org/surveys.htm.
 - c. Make sure the teacher is present during the administration of the student surveys. Any exceptions to this policy must be approved in advance by MSU.
 - d. Administer the Student Survey to grades 3-8 only. All students in grades 3-8 should complete the student survey, regardless of where they live and whether they already walk or bike to school.
8. To complete the **Parent Survey** (one per household):
 - a. Online: [need information that parallels online student survey information, e.g., how to access]
 - b. Paper form: [any distribution guidelines??]
 - c. Only one Parent Survey is completed per household. All households in the K-8 grade range should complete a Parent Survey.
 - d. Spanish and Arabic versions of the parent survey are available in paper form.
9. All paper surveys should be collected by the school and **mailed at one time** to MSU.

MSU Evaluation Team

Dr. Christine Vogt vogtc@msu.edu
Phone: 517.432.0318
Fax: 517.353.8994
131 Natural Resources Bldg.
East Lansing, MI 48824-1222

Michigan Fitness Foundation

Alex Nikoloff anikoloff@michiganfitness.org
Phone: 517.908.3826
Fax: 517.347.8145
P.O. 27187
Lansing, MI 48909