



Tips for Collecting Data

Before you begin:

- Check with your organization. It or its Institutional Review Board may need to approve the data collection forms before you use them. You need to protect participants' privacy and get their consent when doing evaluations. You'll need to follow the policies of your organization and your funding agency.
- Make sure you understand how to fill out a questionnaire before you ask others to fill it out. Know the form well, so you can answer any questions participants may have.

When you administer a questionnaire:

- Bring plenty of forms and pens with you.
- Ask participants to answer each question completely. Missing information will make it hard for you to analyze the data.
- If the budget allows, give a small prize to thank people who sign up for the program or fill out your form.
- Always remember to thank participants.

NOTE



During the pretest and posttest, you can **read** the questions out loud if people need help with their forms. Don't give answers to the questions.