Before you turn in the surveys to be scanned, please complete the following questions and checklist and return it along with your completed surveys to 222 Koldus during business hours:

Name of the program or survey: ____________________________________________________

Date(s) of event (if applicable): ________________________________________________

Date(s) survey was distributed and collected: ______________________________________

Number who received a survey: ________________________________________________

Number who attended the program (if applicable and different than above): ___________

Please be sure to INITIAL the following checklist as you complete each action. This makes the scanning more efficient.

_______ Remove any blank surveys from the stack.

_______ Make sure that dark enough marks have been made inside response circle, squares, or text boxes. (The circles do not necessarily need to be completely filled in). Responses should be marked in BLUE or BLACK ink. Responses not filled in correctly will not be scanned into the database, resulting in less information for you.

_______ Stack surveys facing the same way.

_______ If survey is more than one piece of paper, do not un staple.

If you have any other comments or information, please write them below.

Thanks for using the Department of Student Life Studies!

For office use only:

Number of surveys counted/scanned: __________

Date surveys were received: ___________  Staff Initials: ___________

Date verifying began: ___________  Staff Initials: ___________

Date verifying complete: ___________  Staff Initials: ___________

Updated 1-10-13