

Afterschool Program Study: Procedures (FY July 1, 2008- June 30, 2009)

Welcome to the second phase of the Utah afterschool study. The attached surveys are designed to find out more about the impact of afterschool programs in Utah. USU Extension 4-H is offering these surveys not only to our 4-H afterschool programs but also to the many other afterschool providers throughout the state. The participation of those in your afterschool program is needed and appreciated.

Because each participant brings with him/her diverse needs and interests, the individuals who make up the program in your area are the best sources to turn to as we seek to improve across the state. It is anticipated that the information gained from this study will help us strengthen afterschool programs at every level.

The success of this evaluation will depend upon our combined efforts to help participating youth and parents understand the importance of the information that will be accumulated from the study. Many of our afterschool partners throughout the state may choose to use the surveys in their programs, so you may see them being administered by others in your collaborative programs. One of the benefits of the surveys is that participants will be asked to complete one survey which is applicable to all participating partnering agencies/organizations in delivering the afterschool program. There is no need for more than one partner to administer the surveys.

All individuals who complete the surveys must be informed of the nature of the study and its purpose. Therefore, for Extension initiated data collection, an *Informed Consent* form must be understood and signed by parents and youth participants before they provide survey information.

There are four surveys which have been designed to obtain information from: program participants, parents of the participants, afterschool staff, and partners. The surveys are to be self-administrated by each individual.

In order to help the greatest number of people understand the importance of this study, it is suggested that it be presented to, and completed by parents and participants in settings that are naturally well-attended, such as-- during registration, at a final end of school-year activity, before a community service project, or at a family night out.

Those who participate in this survey are encouraged to be honest in expressing their opinions about the effectiveness of the program in their area. Participants will not be asked to give their name, nor will the information be identified with them personally. Again, participation is entirely voluntary. Individuals may refuse to complete the survey and still participate in the afterschool program.

Please return the completed surveys to the Utah State 4-H Office no later than **June 30, 2008** for tallying in the 2007-08 school year. All surveys submitted after this date will be run in the third phase of the study.

Refer to the following for details concerning each of the four surveys.

Participant Survey

Afterschool staff should explain the study to parents or legal guardians of the children, its purpose, and risks and benefits associated with it. Parents/guardians should then be given a copy of the *Participant Survey* form that their child will be asked to complete and a copy of the *Informed Consent* form to sign. Consent forms should be quickly returned to the afterschool staff.

The children with signed *Informed Consent* forms will be given the *Participant Survey* to complete during the afterschool session. The purpose and procedure for filling out the form should be explained to them before they complete it. Afterschool staff will collect the completed surveys and seal them in an envelope indicating the afterschool site and the date on which the survey was taken. The envelope should then be sent for tallying to the Utah State 4-H Office address found at the letter head of this document.

Parent Survey

Parents of children in the afterschool program should also be given the *Parent Survey* form to complete. This form may be mailed to them individually or given in a group setting, such as a parent-child after-school program activity. Parents who receive the survey by mail should also be provided with a pre-addressed and stamped envelope for returning the survey. The pre-addressed envelope should be addressed to the Utah State 4-H Office address found in the letterhead of this document.

For those parents who complete the survey in a group setting, each person should complete and seal their survey in an envelope. The afterschool staff will collect the envelopes and seal them together in an envelope indicating the site and the date the survey was taken. The envelope should then be sent for tallying to the Utah State 4-H Office.

After School Staff Survey

The after-school director or his/her designee will be asked to give staff members the *Staff Survey* form to complete. Staff members taking the survey should be provided with envelopes to insert and seal their completed surveys. The director should then collect the envelopes and seal them together in an envelope indicating the site and the date the survey was taken. The envelope should then be sent for tallying to the Utah State 4-H Office.

Partners

Afterschool staff should also ask participating partners with the afterschool program to complete the *Partner Survey* form. Partners should be provided with a pre-addressed and stamped envelope to return the completed survey to the Utah State 4-H Office.

We look forward to working with you in this endeavor to improve Utah afterschool programs. If, at any time, you have questions or concerns about the study or the procedures, please feel free to contact Deb Jones at 435-797-2202, deb.jones@usu.edu. Your participation in this study is appreciated.

Sincerely,

Deb

Debra A. Jones
Extension Specialist, 4-H