

## Survey Instructions

In order to process large numbers of surveys as accurately and expeditiously as possible, CoBro Consulting uses optical mark recognition software and a high-speed scanner. We have provided the following guidelines in order to ensure a smooth process.

### Survey Duplication

- We provide surveys in PDF format so that they can not be altered, in order to ensure as much consistency in printing as possible. **Please do not attempt to make any changes to the document.** Contact us immediately if forms do not print out well (e.g., if a one-page form spills over onto a second page due to font inconsistencies between computers) so that we can make adjustments.
- In order to duplicate surveys so that they can be read by our scanner, **make all copies for a site/cohort from one original print-out.** Please do not make copies of copies.
- If your copier can be sent electronic copies to print, that is usually the best method. If you must copy from a hard copy, please use the automatic document feeder on the copier to feed the original into the machine, and ensure all text and margins appear similar to the original. It is best to **make all copies at one time, and on one copier.** You may want to overestimate the number of copies you will need in order to avoid making additional batches of copies.
- **Make all copies on regular WHITE copy paper.** Please do not use colored paper, as it will cause the scanner to read all responses as marked.
- We ask that you **make all copies as double-sided** (so that two pages fit on one piece of paper). However, if you do not have this capability and must create surveys on two pieces of paper, please ensure that any staples are placed within the top left margin of the survey, in the margins, away from any text.

### Survey Administration

- Respondents may fill in bubbles using a **dark-colored ballpoint pen or pencil.** We do not recommend using markers or felt-tip pens (which bleed through the paper, potentially causing errors to responses on the opposite side), crayons (which can jam the scanner), or highlighters (which are too light to be recognized by the software).
- **We do not recommend that respondents complete surveys while eating or immediately after an art project, or on surfaces which may have food or art supplies that can get on the survey.** Anything that sticks to the paper (e.g., food smudges, bits of paint) will cause the survey to jam in the scanner, potentially destroying the survey and/or scanner. This includes **no white-out** to correct a response. If an error is made, respondents can cross out the incorrect response and mark their intended response.

Please return all surveys to the following address. Because we process surveys in batches, you do not need to wait until all surveys have been collected, but can send them in batches of several hundred (per form). We recommend that programs **track delivery of all packages** sent to us and email us your counts of the number of surveys sent from each site, so we can corroborate them.

**CoBro Consulting: Survey Department**  
**11546 Village Ridge Road**  
**San Diego, CA 92131**

*Thank you for your help in ensuring a smooth survey process!*