

Appendix 1



script for introducing the survey
survey instrument
data entry tips
data entry sheet

SCRIPT FOR INTRODUCING THE

You can read this script out loud to your group to introduce the YET and give directions on to how to fill it out. Please substitute your own words for words that are underlined.

BACKGROUND

Our program has decided to go through a process of self-assessment. To do this, we need to hear from you. The next step of this process is to gather some data about how well this program is involving members. To do this, we are going to complete a survey called the YET, which stands for “Youth Engagement Tool.” Specifically, the YET is about:

- **Group Effectiveness**

The trust, goals, standards, and enjoyment that everyone works for

- **Youth Voice and Opportunities**

Chances for youth to be heard, respected, and taken seriously

- **Impacts**

How our program affects participants (improvement, knowledge, skills, and abilities)

DIRECTIONS

Most of the questions on the survey ask for you to circle a number that stands for your response. The scale goes from 1 = strongly disagree to 6 = strongly agree.

- Part 1 is for **both youth and adults** to complete.
- Part 2 is for **youth only**. Adults should skip it and go to page 5.
- Part 3 is for **adults only**; youth should skip this section, and go to page 7.

...CONTINUED ON THE NEXT PAGE...



YET SCRIPT CONTINUED

- Part 4 of the survey provides space for you to write in any comments you want to share.
- Tell participants to complete Part 5 if your group has added questions, or to skip it if not.
- Please complete the scoring sheet on page 8.
- Do NOT write your name on the YET.
- This survey is not meant to measure how much you like this group, but rather to help us identify both the ways that this group works well AND the ways it could improve. It is rare that groups and programs are so strong that there is no room for improvement. Therefore, please don't feel like you have to give a high score to all the items. High ratings will mean that we don't have to (or can't) improve much or even at all. Please write only your honest opinions.
- The whole survey should take about 10-15 minutes to complete. When you are finished filling out your YET, tell them what they should do. For example, raise their hands so you can come pick it up, or put it in a box at the front of the room.
- Are there any questions? *(If so, answer them.)* Please begin.



Youth Engagement Tool

“Are we there YET?!”



PURPOSES

The YET is designed to help you assess how much and how well your program is involving members. Specifically, the YET is about:

★ **Group Effectiveness**

How well the group functions – establishing trust, meeting goals, setting high standards, and providing enjoyment – and whether it accomplishes what it sets out to do

★ **Youth Voice and Opportunities**

Chances to be heard, respected, and taken seriously

★ **Impacts**

What members and the program gain—improvement, knowledge, skills, and abilities

The YET takes about 10-15 minutes to complete. At the end, there is space for you to provide comments and for you and your organization to add questions.

GENERAL INFORMATION

Put a checkmark in the blank that applies to you or write in your answer.

Your gender: male female

Your age: under 18 18-24 25 or older

You are: a program member a staff member a volunteer

About how long have you been with this program? years and months

Name of the specific program being assessed: _____



PART 1: GROUP EFFECTIVENESS

Indicate how well each statement describes your group. Circle your answer.

1 = Isn't usually true in our group; we could do much better.
2 = Is sometimes true in our group, but we could improve.
3 = Is very true in our group; we don't need any improvement.
n/a = Not applicable

- | | | | | |
|--|----------|----------|----------|------------|
| 1. In this group, youth get what they need (people, information, and materials) to be effective. | 1 | 2 | 3 | n/a |
| 2. In this group, youth get to make choices and decisions about the things they want to do. | 1 | 2 | 3 | n/a |
| 3. In this group, it is clear that youth and adults really respect each other. | 1 | 2 | 3 | n/a |
| 4. Youth don't feel dominated by adults in this group. | 1 | 2 | 3 | n/a |
| 5. Youth learn a lot from adults in this group. | 1 | 2 | 3 | n/a |
| 6. Youth have a say in setting the agenda or goals for the work of this group. | 1 | 2 | 3 | n/a |
| 7. People in this group talk honestly with each other. | 1 | 2 | 3 | n/a |
| 8. People in this group really seem to like each other. | 1 | 2 | 3 | n/a |
| 9. Members of this group trust one another. | 1 | 2 | 3 | n/a |
| 10. Adults learn a lot from youth in this group. | 1 | 2 | 3 | n/a |
| 11. Members of this group are excited about the things that are happening here. | 1 | 2 | 3 | n/a |
| 12. There is a good balance of power between youth and adults in this group. | 1 | 2 | 3 | n/a |



PART 2: FOR YOUTH ONLY (ADULTS SKIP TO PAGE 5)

Indicate the degree to which you agree with the following statements.

Circle one response for each statement.

Strongly Disagree 1	Mostly Disagree 2	Disagree a Little 3	Agree a Little 4	Mostly Agree 5	Strongly Agree 6	Not Applicable n/a
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		Strongly Disagree					Strongly Agree	
		1	2	3	4	5	6	n/a
13. In this group, I get to express my ideas, concerns, and opinions publicly.								
14. In this group, I have enough chances to work closely with adults to carry out activities and events.								
15. Adults in this group help me solve problems and give me guidance instead of telling me what to do.								
16. The responsibilities I have in this group are challenging and interesting.								
17. If I disagreed with what everyone else said in this group, I would not hesitate to speak out.								
18. My ideas and suggestions are taken seriously by others in this group.								
19. Working in this program has made me more confident to express myself.								
20. My involvement in this group has helped me strengthen my planning and coordination skills.								
21. My involvement in this group is helping me move in the direction in life I want to go.								



	Strongly Disagree 1	Mostly Disagree 2	Disagree a Little 3	Agree a Little 4	Mostly Agree 5	Strongly Agree 6	Not Applicable n/a			
				Strongly Disagree			Strongly Agree			
22.				1	2	3	4	5	6	n/a
	Because of my involvement in this group, I know where to go in my community to get support for the things I think are important.									
23.				1	2	3	4	5	6	n/a
	In this group, I've gotten to know adults I can call on in the future.									
24.				1	2	3	4	5	6	n/a
	My involvement has helped this group make better decisions.									
25.				1	2	3	4	5	6	n/a
	Adults' involvement has helped this group make better decisions.									

Skip ahead to page 7...



PART 3: FOR ADULTS ONLY (YOUTH SKIP TO PAGE 7)

Most of these questions ask about your observations of things going on with youth. Answer them to the best of your ability based on your observations and your experience.

Indicate the degree to which you agree with the following statements. Circle one response for each statement.

Strongly Disagree	Mostly Disagree	Disagree a Little	Agree a Little	Mostly Agree	Strongly Agree	Not Applicable
1	2	3	4	5	6	n/a

		Strongly Disagree				Strongly Agree	
	1	2	3	4	5	6	n/a
26. Youth in this group have enough chances to express their ideas, concerns, and opinions publicly.	1	2	3	4	5	6	n/a
27. In this group, I have enough chances to work closely with youth to carry out activities and events.	1	2	3	4	5	6	n/a
28. Adults in this group help youth solve problems and provide coaching and constructive feedback rather than telling youth what to do.	1	2	3	4	5	6	n/a
29. The responsibilities youth have in this group are challenging and interesting.	1	2	3	4	5	6	n/a
30. If a young person disagreed with what everyone else said in this group, s/he would not hesitate to speak out.	1	2	3	4	5	6	n/a
31. Young people's ideas and suggestions in this group are taken seriously.	1	2	3	4	5	6	n/a
32. Working in this program has made the young people more confident in their ability to express themselves.	1	2	3	4	5	6	n/a



Strongly Disagree 1	Mostly Disagree 2	Disagree a Little 3	Agree a Little 4	Mostly Agree 5	Strongly Agree 6	Not Applicable n/a
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	Strongly Disagree 1	2	3	4	5	Strongly Agree 6	n/a
33. Young people's involvement in this group has helped them strengthen their planning and coordination skills.							
34. Young people's involvement in this group is helping them move in the direction in life they want to go.							
35. I expose young people in this group to contacts in the community that can support the things youth think are important.							
36. Young people have gotten to know adults through this group whom they can call on in the years to come.							
37. My own contributions have helped this group make better decisions.							
38. Young people's involvement has helped this group make better decisions.							

Go on to the next page...



PART 4: COMMENTS

Tell more about what you think. Write in your answers.

39. What are one or two best things about this group or program?

40. What are one or two things about this group that you would really like to see improved in the coming months?

PART 5: ADDITIONAL QUESTIONS (OPTIONAL)

If you or your organization would like to add questions to this assessment tool, please do so below.

Strongly Disagree	Mostly Disagree	Disagree a Little	Agree a Little	Mostly Agree	Strongly Agree	Not Applicable
1	2	3	4	5	6	n/a

	Strongly Disagree				Strongly Agree		
A.	1	2	3	4	5	6	n/a
B.	1	2	3	4	5	6	n/a
C.	1	2	3	4	5	6	n/a
D.	1	2	3	4	5	6	n/a



SCORING

(Optional. Please calculate scores for each section of the YET that you completed if you are interested in figuring out your own individual scores.)

Group Effectiveness

Add your responses to questions 1–12.

Total _____

Divide total by 12 for group effectiveness average.

Average _____

Youth Responses: Youth Voice and Opportunities

Add your responses to questions 13-18.

Total _____

Divide total by 6 for youth voice and opportunities average.

Average _____

Youth Responses: Impacts

Add your responses to questions 19–25.

Total _____

Divide total by 7 for impacts average.

Average _____

Adult Responses: Youth Voice and Opportunities

Add your responses to questions 26–31.

Total _____

Divide total by 6 for youth voice and opportunities average.

Average _____

Adult Responses: Impacts

Add your responses to questions 32-38.

Total _____

Divide total by 7 for impacts average.

Average _____



DATA ENTRY TIPS FOR THE

The Excel workbook will take you through three steps:

- 1. Input demographic and personal information data**
- 2. Input data from responses to survey items**
- 3. Prepare charts and graphs**

USING THE YET WORKBOOK

This Excel workbook is designed to allow you to enter the results from your survey and immediately see summaries and graphs of the responses you enter.

Use the tabs on the bottom of your screen to click through the worksheets included in this workbook. You'll see the tables and graphs there, waiting for your data. Once you have the lay of the land, you can start entering your data!

DATA ENTRY TIPS

STEP 1: INPUT DEMOGRAPHIC DATA

- Separate the surveys into responses from young people and from adults. (We suggest you make two piles.) There is a separate data sheet in this workbook for each group, so you will have to enter them separately.
- Go to the appropriate worksheet for the group you want to enter. (Use the tabs along the bottom of the page.)
- Take the first completed survey and mark it with the number "1" in the corner. You will enter all of this person's responses in this row, starting with the demographic information from the first page.
- For the "either/or" variables in the first section, such as male/female, under 18/18-24/over 24, youth/adult, and staff/member, you need to enter a "1" in the columns that apply to this person, and a "0" (or blank) in the columns that do not. For example, a 17-year-old female program participant would get a "0" in the column called "Male" and a "1" in the column called "Female." She would also get a "1" in the columns called "Under 18," "Youth," and "Member."
- For "time" involved in program, use years as the unit. Convert the number of months to a



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decimal (divide by twelve, or use the guide below) and add to the number of years.

1 month = .08	7 months = .58
2 months = .17	8 months = .67
3 months = .25	9 months = .75
4 months = .33	10 months = .83
5 months = .42	11 months = .92
6 months = .5	

For example, your table might look like this (of course, you won't have adults and youths in the same table):

Demographic Characteristics										
No.	Male	Female	Youth	Adult	Under 18	18-24	Over 24	Staff	Member	Time
1	1	0	1	0	1	0	0	0	1	1.00
2	0	1	1	0	1	0	0	0	1	0.80
3	1	0	0	1	0	1	0	1	0	2.00
4	0	1	0	1	0	0	1	1	0	15.00

STEP 2: INPUT SURVEY DATA

- For the survey questions, simply enter the number that the person circled for each response. If they circled “n/a” or did not answer a question, enter a period (.). If you enter a 0 for unanswered questions, it will be included in the average and misrepresent the overall scores. A period (.) will just be ignored by Excel, which is what we want.
- Start a new row for each survey you enter, even if the previous person did not answer all the questions for some reason. For each survey you enter, write the line number from your data entry worksheet in the corner of the paper survey. This way, you can always go back and make sure the numbers were entered correctly.
- If there are more responses than there is room for on the form, you will need to unprotect the sheet so that you can add rows.
 - Go to Tools – Protection – Unprotect worksheet
 - Go to Insert – Rows and a blank row will appear
 - Repeat for as many additional entries as you need to make
- If there are blank rows left on a worksheet, don't worry about them. The data entry sheets are not going to be used for presentations, so they don't have to look pretty. As long as there are no “0”s entered in the blank rows, they will not affect the averages.
- Type up any comments in Part 4 in a Word document.



STEP 3: PREPARE TABLES AND GRAPHS

When you have entered all of your data, click through the other worksheets to see how the tables and graphs look. A few of these worksheets will require some changes:

- On the “Summary” page, enter your organization name and the date the survey was completed. If your group did not write additional questions, you can delete that section of the summary page. (You will have to unprotect the worksheet, as described above, to make this change.)
- The “report table” page includes a table you can paste directly into your final report. There is a version with and a version without “additional questions” included. Use the one that makes sense for your group. You may choose to delete the other one.
- The sheets called “Y. Questions” and “A. Questions” give the text of each question on the youth and adult YET surveys, respectively. The mean score on each item will show next to the text of the question. This is a handy sheet to use as a reference when you look at the other tables and graphs, which only give the item number and no text.
- If your group added any questions, you should type them in on the sheets called “Y. Questions” and “A. Questions,” where it just says “A - B - C - D” now.
- For both of these sheets, you may want to rearrange the questions to see which ones got the highest (and lowest) scores. You can do this by selecting the first three columns (A, B, and C) and then going to Data – Sort. Choose “header row” and then under “Sort by...” select “Mean scores.” (This worksheet is not protected.)
- The final four tabs are charts of the youth mean, adult mean, and combined mean scores for the survey items, grouped by category. These should fill in automatically when you enter the data. If you are a chart/graph wiz and you want to play around with these graphs, you can unprotect the sheet and go nuts. Otherwise, you can just copy these graphs and paste them into your report.

****UNPROTECTING WORKSHEETS**

We used some Excel formulas to take the information you enter on one worksheet and create a table or graph with it on another worksheet. These formulas are complicated because they refer to cells on different sheets, and they are easy to mess up by mistake! For this reason, we have “protected” each worksheet so that you can only make changes in the cells where you need to enter data. If you need to make changes to some aspect of a worksheet that is protected, you can “unprotect” the worksheet by following these steps:

1. Go to Tools – Protection – Unprotect worksheet
2. Make the changes you need to make
3. If you want to protect the sheet again, go to Tools – Protection – Protect worksheet



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