

## Exit Survey Deployment Instructions

- **Upon arrival, attendees sign in**
  - They need to provide required information.
  - This is critical because this is the only means we have for follow ups and tracking information
    - *Please have a box or other receptacle for the completed exit surveys with an attached sign placed on the registration table*
    - *Please include the exit survey in the packet of information given to the participants at the beginning of the session*
  
- **At the end of the group presentation, allow approximately five minutes for introduction and description of the exit survey**
  - Direct respondents to locate the survey in the materials they were provided
  - Tell the participants ...
    - the information they provide on the survey is confidential and will only be viewed by the CARE Coalition
    - the information they provide will help CARE to better serve their individual needs
    - the information they provide will be used to shape and improve future presentation
    - PUT THEIR NAME ON THE SURVEY
  - Reiterate the importance for the participants to provide accurate information that will remain confidential
  - Tell them to put the completed surveys, face down, in the drop box on the registration table
  - **HOWEVER THEY SHOULD NOT COMPLETE THE SURVEY AT THIS TIME UNLESS THEY ARE READY TO LEAVE -- *We will only get accurate information from the participants after they have experienced all of the workshop activities***
  
- **Proceed with 1:1 help sessions**
  
- **At the end of a “help” session, have them fill out the survey and put in drop box**
  
- **Gather the exit surveys into one envelope and deliver to Evalee Kunkel**