



## Drug Ed Survey Administration - Checklist

Check here  
when done

1. Make enough copies of the **FACILITATOR FEEDBACK SURVEY** for each teacher. Ask each participating teacher to check off what they do as they do it. \_\_\_\_\_
2. If more than one classroom is participating, make a table by teacher or time to track the surveys. Assign a letter to each classroom or class time, mark the number of students, etc., as in the example below: \_\_\_\_\_  
 "A"=Class time, teacher, #students, date pre-surveys done, date post-surveys done  
 "B"=Class time, teacher, #students, date pre-surveys done, date post-surveys done
3. Make enough copies of the **PRE-PROGRAM STUDENT SURVEY** for all the students. \_\_\_\_\_
4. Write the classroom letter on top of each survey for that class.  
 Example: you have 22 students in classroom "A"; mark 22+ surveys "A." \_\_\_\_\_
5. Administer the **PRE-PROGRAM STUDENT SURVEY** 1-2 days before the program. \_\_\_\_\_
6. Have teachers put completed surveys, in a folder or envelope for that classroom.  
 PLEASE KEEP EACH CLASSROOM SEPARATE. \_\_\_\_\_
7. Check off your list as classroom student surveys are returned. \_\_\_\_\_
8. Start the first lesson. \_\_\_\_\_
9. The last day of the program (or within 1-2 days) repeat steps 4-6 using the **2-page POST-PROGRAM STUDENT SURVEY** \_\_\_\_\_
10. Make copies of all surveys for yourself if you wish, being sure to keep the surveys separated by classroom. Return them to their folders or envelopes. \_\_\_\_\_
11. Mail all completed **DRUG ED surveys & Facilitator Feedback Surveys** back to us in the provided return envelopes. (Note the optional 6-Month Post-Program Survey) \_\_\_\_\_
12. (Optional) Repeat steps 4-6 using the **6-MONTH FOLLOW-UP STUDENT SURVEY**. This completely optional step can help you see the extent to which pro-drug influences may be changing student attitudes and risk and help program booster sessions. \_\_\_\_\_

Mail to: Friends of Narconon ♦ 622 E. Villa Street ♦ Pasadena, CA 91101