



## COMMUNICATION SURVEY ORGANIZATIONAL LEADER INSTRUCTIONS

The communication surveys are to be completed at a club meeting, or as instructed by the local Extension Office.

Before the club meeting:

- Prior to printing the survey, you may enter the county name at the top of the survey, so members do not need to write it.
- Print copies of survey. This can be done at the Extension Office if needed.
- Have enough sharpened pencils on hand for the membership.
- Add the survey to the meeting agenda.
- The person administering the survey should review these instructions and the surveys prior to the meeting.

At the club meeting:

- Distribute surveys and pencils to each group.
- Read the survey questions to the members. Provide clarifying information as needed to help members understand the questions.
- When you reach the *After* and *Before* statements, explain that the first column is for how much they agree or disagree with the statements right now. When they reach the second column ask them to think back before their 4-H experiences and to circle the right number to show how much they agree or disagree with the statements. If the members are struggling with this, continue to read each statement and explain the *After* and *Before* columns.
- The final question has a prompt, and the members are to complete the sentence. Read the prompt to them and provide clarification if asked what the member is supposed to write.

After the club meeting:

- Contact members who were not at the meeting and encourage them to complete the survey.
- Turn all completed surveys into the extension office.

Thank you very much for your assistance!