



## SURVEY ORDER FORM INSTRUCTIONS

### How many site reports do you need?

**One Site:** If you have one “site” as defined below— you will only need one site report. You will receive one *survey link*.

*DAP, YAPs & REACH – requires a minimum of 30 youth per site report. A&B - requires a minimum of 50 youth per site report.*

**Multiple Sites:** If you have multiple “sites” as defined below— you can choose to purchase separate reports or a separate report plus a combined report that includes all sites. *DAP, YAPs & REACH – requires a minimum of 30 youth per site report. A&B - requires a minimum of 50 youth per site report.*

*A “site report” is defined as any group of young people who you would like to see in their own report, providing results only for that group. A common example of a site report request is by physical location, such as multiple program sites or schools within a district. It may also include groups of young people housed in the same physical space but who are receiving different services. It is critical that Search Institute is made aware of potential “sites” prior to creating your survey links.*

*Please note that all reports provide results that are disaggregated by demographic groupings. This means that each report will include overall scores for the participants at that site plus scores for individual genders, grades, and race/ethnicities. Each report has a standard minimum that needs to be met for us to be able to provide these breakdowns. Given this information, you do not need to order site reports based on demographics alone.*

### How many youth do you plan to survey?

**Per Survey Cost:** Estimate the number of youth you expect to survey. If it is in excess of the 100 surveys that are included in your survey site report, input this number on the order form. **Individual surveys for DAP (\$2 each), YAPs (\$2.50 each), REACH (\$2.50 each), A&B (\$4 each).** You will not be charged for discarded surveys.

### Do you need to order an Aggregate Report?

**Aggregate Report:** An aggregate report is necessary if you are ordering multiple site reports and you wish to combine data from multiple reports into one report.

### Do you need an Individual Data File?

**Individual Data File:** An individual data file is an Excel spreadsheet of all participants’ raw and scored data, at the individual level. If IDs were used, this data file is considered **identifiable**. Please review and adhere to human research protection guidelines when requesting this report. This is commonly requested if you wish to conduct your own analyses or to merge with other datasets available to you. Additional cost: \$150

**If you are customizing the survey, please note that on the “other notes” section of the order form.**

### Do you need an Identifier field on your survey? (Enter Yes or No)

Note: You only need to use this field if you require survey participants (youth) being surveyed to enter an ID# or code. An ID field is commonly used to identify and track individual results or link multiple datasets.

**Please read the fine print on the order form, including the **Professional Standards of Survey Research**.**

If you have questions or need assistance please contact survey services: [surveys@search-institute.org](mailto:surveys@search-institute.org) or call 1-800-888-7828.