

Survey Institute	
Project History & Context	This training Institute was designed by Anita Baker, evaluator in collaboration with the Partnership for Afterschool Education (PASE), a New York City intermediary organization, for nonprofit program Site Directors, Educational Coordinators, and Development staff from organizations that had already participated in the PASE-sponsored Outcomes-Based Planning Institute. The Institute was offered to all formerly participating organizations who were actively using surveys to collect evaluation data or who wanted to increase the effectiveness of surveys at their organizations. The Survey Institute was one of several regular continuing education program offerings made available during the spring of 2013 to afterschool program providers who had previously participated in basic training. PASE invited staff from member organizations to learn more about evaluation and survey use in particular including survey construction, e-survey development, survey administration (response rates, sampling, fielding), survey analysis planning and template development, analysis and reporting.
Duration	< 6 months
Participants & Selection process	Staff from PASE invited staff from formerly participants of the Outcomes Based Planning Institutes to participate in training. All organizations applied directly to PASE and 25 different organizations were selected by PASE for participation. In total, 39 individuals from 25 different local nonprofits or city agencies participated. The first cycle of the Survey Institute were piloted spring 2013.
Project design	<p>First month</p> <ul style="list-style-type: none"> • Three half-day (3-hour) training sessions. Topics included: evaluation basics and use of surveys Day 1; development of surveys, electronic surveying, administration plans and sampling Day 2; analysis of survey data Day 3. • Participants designed a survey project including instrument development, and development of administration and analysis plans and report templates. <p>Second month (3 weeks after third session)</p> <ul style="list-style-type: none"> • One final half day training focused on communication of findings and data visualization • Trainees presented and discussed results of their projects with each other.
Alumni Study Group	Not established
Funders	The New York City Department of Youth and Community Development (DYCD), a large public funder engaged Partnership for Afterschool Education (PASE) to commission this work. www.pasesetter.org
Costs	Total investment for evaluation consultant = \$5,100 for two cycles Administrative support and space provided by PASE
Key Capacity Building Components	Basic Evaluation Training, Applied Learning: Evaluation Design or Implementation, Evaluation Coaching/Technical Assistance
Evaluation Consultants	Each session was led by Anita Baker, Evaluator .

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Prior Experience with Evaluative Thinking	Staff at each participating agency had prior evaluation knowledge and skills from their participation in the Outcomes Based Planning Institute. They participated together with other key organization staff members who lacked evaluation experience, but they all were actively involved in using or initiating use of surveys to inform program evaluation.
Key Results	<ul style="list-style-type: none"> • All participating organizations used the training to learn how to develop and modify survey instruments and to conduct electronic surveys. • Most organizations were able to use the training to conduct actual projects using surveys to inform ongoing program assessments. This included development of administration plans and analysis plans, analysis of data and summarization of key findings.
Challenges	<ul style="list-style-type: none"> • Some participants found it challenging to develop, field and analyze surveys within the time frame of the institute. Some programs were also unable to survey the respondents they were most interested in during the time frame of the institute, but used the Survey Institute project as an opportunity to prepare for surveying that would take place at a later time for example surveying of summer program participants and their parents. • Due to the condensed, 4-session format, there were limited opportunities to help those participants who had to miss a session.
Evaluation products	Feedback from participants was summarized after each training session. Read their input here. SURVEY INSTITUTE PARTICIPANT FEEDBACK