



Indian River County Community Needs Assessment Survey Administration Guide

WHO

Anyone age 18 years and older that resides in Indian River, *for any duration of the year*, is welcome to participate in this survey.

Place the completed surveys in a large envelope (Provided by Indian River Community Foundation) and return the envelope to Frida Flores at the following address:

**Indian River Community Foundation,
5070 N. Highway A1A, Suite 200 Vero
Beach, FL 32963.**

Should you have any technical difficulties with this survey, please contact Frida Flores at 772.492.1407 or frida@ircommunityfoundation.org

WHAT

This assessment is being conducted by Q-Q Research Consultants on behalf of Indian River Community Foundation, the United Way of Indian River County, the Florida Department of Health in Indian River County and the Children's Services Advisory Committee to gather valuable information to help inform decisions in the community.

WHERE

To increase accessibility, the survey is offered in 2 formats, and in 3 languages.

Paper versions can be obtained from the Indian River Community Foundation or the local partner organization.

Electronic versions can be obtained via links.

- Make computers available in central area
- Post flyers
- Post links on your organization's website and social media
- Bring paper surveys and clipboard to events

WHEN

Survey administration will run from **July 15, 2019** through **September 3, 2019**.

HOW

Always obtain verbal consent before administering the survey.

1. If a respondent seeks help as to which response they should select, say "choose the response that most closely matches your opinion."
2. Clarify the meaning of words, but do not lead participants to a response or provide feedback to a response.
3. Check survey for completion and thank the participant for their thoughts and time!
4. Within your organization, communicate the administration process and timeline.