



## STATE SCHOLARS INITIATIVE PERCEPTION SURVEYS

### DIRECTIONS FOR HANDING OUT AND COLLECTING STATE SCHOLARS INITIATIVE PERCEPTION SURVEYS

**Designate an SSI event organizer. They will be responsible for:**

1. Determining how many perception surveys will be needed for each SSI event (note that each individual class is considered an "SSI event"). There are five types of State Scholars Initiative perception surveys.
  - Student
  - Parent
  - Guidance counselor
  - Teacher
  - Business person

For instance, for a typical, single 8th grade class presentation, about 30 blank student surveys, 2 or 3 blank teacher surveys, 2 or 3 blank guidance counselor surveys, and 2 or 3 business person surveys would be needed. If a school was hosting 10 class presentations, then approximately 300 blank student surveys, 30 blank teacher surveys, 30 blank guidance counselor surveys, and 30 business person surveys would be needed. For a Chamber of Commerce meeting, you would likely only need to have blank business person surveys available for completion.

2. Copying or printing out the number of each type of perception survey that will be needed for each SSI event (student, parent, business person, teacher, guidance counselor).
3. Copying or printing out for each separate SSI event a "Cover Sheet" that will accompany the set of completed perception surveys when they are returned for analysis. For instance, for a middle school planning on 10 - 8th grade classroom presentations and 2 parent nights a total of 12 cover sheets would be needed.
4. Handing out the appropriate perception surveys to those attending the SSI event near the end of the event. (The SSI event organizer is responsible for making sure there are pens and/or pencils available.)
5. Ensuring everyone attending the SSI event completes a perception survey (based on their particular "role"— student, parent, teacher, guidance counselor, or business person) and returns their surveys to the SSI event organizer.
6. Completing a "Cover Sheet" to accompany the set of completed perception surveys for each SSI event. For instance, if there are 10 classroom presentations, then there would be 10 Cover Sheets, one to accompany the completed perception surveys collected from each of the 10 classes.
7. Securing the appropriate Cover Sheet to the set of completed perception surveys with a paper clip or staples.
8. Returning survey to: Karen Paulson, NCHEMS, 3035 Center Green Drive, Suite 150, Boulder, CO 80301  
"Bundles" of sets of Cover Sheets and completed perception surveys can be sent; there is no need to send multiple, small mailings.

Questions? Please contact Karen Paulson at [Karen@nchems.org](mailto:Karen@nchems.org) or 303.497.0354.

**THANK YOU!**