Wyman's Teen Outreach Program®
Evaluation Guide
2014

WYMAN: Real Teens. Real Life. Real Results.
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Using This Manual:

This manual is an interim guide for implementing TOP® evaluation strategies as required by Wyman of all its certified replication partners.

This manual provides the “why” and “how” of data collection and the steps necessary to submit paper surveys to Wyman for processing. Please note that once a permanent data management solution is implemented, this manual will be revised.

The goal of this document is to help ensure that the TOP® evaluation system is straightforward and easy to understand.

A Teen Outreach Program® evaluation manual was originally prepared by Philliber Research Associates in 1996. It has been substantially revised to reflect changes in evaluation forms and procedures by Wyman staff in collaboration with Dr. Beverly Graham.

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Introduction

Wyman's Teen Outreach Program® (TOP®) is a nationally recognized program that has consistently included approaches for evaluating youth outcomes over its 30 year history. TOP® is currently listed by the following organizations, among others, as an Evidence-Based or Best Practices program:

- The National Registry of Evidence-Based Programs and Practices
- The US Department of Health and Human Services, Office of Adolescent Health
- The Office of Juvenile Justice and Delinquency Prevention (Model Programs Guide)
- The Harvard Family Research Project (Out of School Time Evaluation Database)
- Child Trends (Guide to Effective Programs for Children and Youth)

Evaluation studies that compared rates of teen pregnancy, course failure, and school suspension for TOP® participants versus students in control or comparison groups have identified the following positive program outcomes:

- A lower risk of school suspension*
- A lower risk of course failure*
- A lower risk of pregnancy*

Certified replication partners across the U.S. are currently implementing Wyman's Teen Outreach Program® with fidelity. Partner participation in the ongoing evaluation of TOP® is vital for many reasons, including:

- Evaluation ensures that TOP® continues to be a dynamic program that serves teens in the best way possible. We live in a fast-paced society where conditions and people are changing all the time, including our teens and the challenges they face in becoming healthy, happy, responsible adults. If TOP® needs to be updated, solid evaluation will provide guideposts as to when and how this needs to be done.
- Funders of TOP® – both public (federal and state) and private (foundations and other donors) – require ongoing evaluation of programs they support. Funders want to make sure they are investing in programs that not only have established results, but also continue to demonstrate the efficacy of what they do.
- While TOP® has been demonstrated to be a successful program model, the results from individual program sites depend on the faithfulness with which these sites implement the model. The continuous evaluation of TOP® provides feedback to sites regarding how well they replicate the program.

Finally, perhaps the most important reason why evaluation should continue is that every TOP® facilitator should know that his or her teens really were better off for the experience of TOP®.

*Allen, J. P. & Philliber, S. (2001) "Who Benefits Most from a Broadly Targeted Prevention Program? Differential Efficacy Across Populations in the Teen Outreach Program." *Journal of Community Psychology*, 29 (6), 637-655.

Evaluation Requirements

The evaluation system described in this manual is the minimum required for all replication partners.

*Partners may choose to conduct additional evaluation activities, which can build on – **but not replace** – these requirements. Wyman staff is available to answer questions about combining the required evaluation with additional measures.*

TOP®'s approach to evaluation is best described as thorough and systematic while staying manageable for certified replication partners. It is the certified TOP® replication partner's responsibility to ensure proper data collection. If a Wyman-approved external evaluator is conducting the evaluation, it remains the certified TOP® replication partner's responsibility to ensure the evaluator uploads data correctly and on time into Wyman's data management system.

It is the partner's responsibility to confirm with each provider their method of data collection, to review procedures regarding confidentiality and survey administration, and to monitor compliance.

Interim Evaluation Requirements: Step By Step Overview

- ✓ **Obtain Parental Consent for Teen Surveys:** Create an active or passive consent policy according to Wyman's requirements and collect parental consent forms, using required active and passive consent template language.

- ✓ **Assign Teen IDs**

- ✓ **Administer Teen Pre Surveys:** Administer surveys within 4 weeks before and/or after the club start date. If surveys are given in paper form and/or are uploaded in bulk by an external evaluator, they must be submitted to Wyman for processing with in 45 days of completion.

- ✓ **Administer Teen Post Surveys:** Administer within 4 weeks before and/or after the club end date. If surveys are given in paper form and/or are uploaded in bulk by an external evaluator, they must be entered onto TOPnet Online within 6 weeks after the end date.

- ✓ **Tracking Club Sequencing, Teen Attendance, and Service Hours:** Ongoing throughout the club cycle.

- ✓ **Facilitator End of Program Year Survey:** One per club, completed within 2 weeks after the club end date.

Evaluation Requirements: Detailed Descriptions

Obtain Parental Consent for Teen Survey

Surveys may only be given to teens for whom parent/guardian consent to participate in evaluation surveys has been received. Survey consent may be obtained through active or passive consent.

In order to comply with the Children's Online Privacy and Protection Act (COPPA), Parent/Guardian consent forms MUST include the boxed portion of the sample permission forms as shown in the Appendices. You may use the sample form in its entirety, or just the portion in the box inserted into your organization's permission form. The sample permission forms shown *Appendix One and Two* are available electronically on TOPnet Online. See Appendices for *Appendix One: Active Consent Template and Appendix Two: Passive Consent Template.* These templates are available in English and Spanish.

To use active consent:
Find the required language within the boxed portion of Wyman's active consent template. Embed the required language within an existing consent form from your organization, or use Wyman's entire consent template. File returned consent forms in a secure location.

To use passive consent:
Establish a written passive consent policy that includes how and when passive consent may be used. Partners need to obtain written agreement from providers and sites to use passive consent. If the provider/site is a school, agreement should come from the district.

Find the required language within the boxed portion of Wyman's passive consent template. Embed the required language within an existing consent form from your organization, or use Wyman's entire consent template. File a copy of both written permission to use passive consent and the passive consent from itself in a secure location. Your Wyman site visitor will request to see these during your TOP® Certification Site Visit.

FAQS:

What if a parent does not grant active consent or denies passive consent, or a teen refuses to take (does not assent) to take the survey?
Wyman holds partners accountable for surveying teens for whom permission has been granted through active/passive consent and who assent to take the survey. If a parent denies permission, file the copy of the consent form with permission denied; if a teen refuses to take the survey, note this on his/her permission form. Doing so will ensure that you will not be held accountable for surveying that teen.

What if a teen is 18 and/or emancipated?
In this case, a teen should sign his/her own permission slip.

Assign Teen IDs

To maintain confidentiality, teen IDs, not names, are used on the surveys. Each teen in your network must be assigned a unique ID that can not be reassigned to another teen

Teen IDs are assigned by partners. IDs must meet the following criteria:

- Unique from teen to teen. Each teen in your partner system needs a different ID.
- **For teens participating in TOP® for more than one year, IDs should remain the same from year to year**. The ID is the only way to recognize specific teens in the system and thus the only way to track them and link their survey responses over time.
- Except in the above situation, do not ever reuse teen IDs.
- Use only numbers or letters in teen IDs (no symbols, special characters, or spaces). IDs cannot contain more than 20 characters. Do not begin teen IDs with the number zero.
- IDs must not contain identifying information such as a teen's name, birthday, etc.

Create a master list/file of teen names and IDs, and store this in a reliable, secure location. According to federal regulations for the protection of human research subjects, master lists which link research participant names with ID numbers should be stored in a double-locked system (for example, in a locked cabinet or drawer in a locked room).

The following fields are recommended for the master list:

Teen Last Name	Teen First Name	Teen ID	Teen Enrollment Date	Teen Withdrawal Date (If Applicable)

Administer Teen Pre Surveys

Purposes of the TOP® Pre Survey:

- To gather basic demographic characteristics of teen participants, which help to better understand the teens in a program and have been shown to be related to the teen behaviors that TOP® addresses. Evaluation results may vary by teen sub-groups.
- To gather baseline information on teen behaviors, helping to understand the strengths and needs of participants, and providing the pre-program data needed to compare to data gathered at the end of the year.

Background on the TOP® Pre Survey:
Questions about school performance and pregnancy have been part of the pre survey since the earliest days of TOP®. Questions with the Likert-type (agree-disagree scale) responses have been added more recently to measure the concepts of self-efficacy and pro-social attitudes. While there are no psychometric statistics available on survey items at the current time, the items are based upon other established tools that have been used successfully with other young people in similar types of programs.

Administering Pre Surveys
ADMINISTER ALL PRE SURVEYS WITHIN FOUR WEEKS BEFORE OR AFTER THE CLUB START DATE. Because pre surveys require teens to recall incidents and behaviors that happened during their previous school year, teens need to answer survey items as soon as possible during the new program year to help avoid confusion. The earlier you administer the surveys, the better opportunity you have for picking up change in youth attitudes and behaviors from pre to post. After 4 weeks, the period between pre and post surveys may be too condensed to expect measurable change. See *Appendix Three* for the *Teen Pre Survey*.

When working with an external evaluator, partners may submit data in another computerized format if their evaluators meet specific criteria established by Wyman.

Submitting paper surveys for processing:
The partner must develop and communicate a secure process for transferring the completed photocopies of surveys from facilitators to Wyman via USPS. If possible, photocopies of the surveys should be sent by expedited mail or shipping, separate from the master list of student names and IDs, with the ability to track the package, and with a signature required upon delivery. Surveys should be submitted with a cover sheet. See *Appendix Four* for the *Cover Sheet for Survey Submission.* Do not send original copies.

After photo copies have been submitted to Wyman, keep and file the original in a double locked system, apart from the master list of names and IDs. Do not keep them in teens' files.

Remember!
To protect the confidentiality and rights of teen participants, federal guidelines and research ethics require that anyone under the age of 18 to have active or passive parental/guardian consent in order to complete any kind of survey that includes personal information. In addition, it is vital that IDs, **not teen names (or other kinds of information that could link the survey directly with the teen, such as his/her address, phone number, or birth date) are used on the surveys**. Proceeding without active or passive parental consent and using names or other identifying information on surveys are violations of federal human subjects standards for the protection of those who participate in research of any kind.
It is essential that these processes be followed to comply with human subjects, HIPPA, and COPPA regulations regarding the collection of confidential information from teens.

Preparing To Administer Surveys:

- During initial club meetings, work to establish trust with teens. Teens are more likely to be honest when they feel the facilitator is trustworthy.
- Have Teen IDs Ready – It is critical that teens have their ID numbers and type or write them on their surveys *accurately*. If errors are made, there will be no way to match pre to post surveys, which eliminates the surveys from the pool of results used to measure program outcomes.
- Have a system for distributing IDs to teens that emphasizes confidentiality; teens should not see any ID number other than their own. One suggestion is to prepare disposable index cards with IDs and to distribute the cards to the teens right before they take their surveys. Teens can then be instructed to destroy the cards after entering the IDs on their surveys. (Recollecting the cards may cause teens to question whether you are going to look at their responses; destroying/disposing of the cards themselves helps support trust that their responses are definitely confidential).
- Gather Supplies:
    - For Paper Surveys – Have copies of the survey, a sealable manila envelope for completed surveys, and the same type of writing utensils (all blue pens, all pencils, etc.) for all teens to reduce the concern that teens may have that someone could identify their responses if they used a writing utensil different from others.
- Know which teens have consent for surveys. Have an alternative activity for teens without consent that doesn't make them feel left out or punished.
- Identify/create a space where teens will be able to focus and have privacy while completing surveys.
- Make sure teens are spaced appropriately so they won't be worried about others seeing their responses.

To Administer Surveys**:**

- Stay in a central location in the room so that teens will know you cannot look over their shoulders to see how they are responding.
- Make efforts to keep the room quiet and your time uninterrupted so that teens are able to completely focus on the survey.
- Explain the purposes of the surveys, including that they give participants the opportunity to share their experiences and opinions to help the organization/individual site make TOP® the best it can be and also that they help sustain program funding so that teens may continue to benefit from their involvement in TOP®.
- Explain that their answers are CONFIDENTIAL and that facilitators, parents/guardians, teachers, and friends will NOT be able to see their individual answers. Let them know that their responses are going into a computer database that will be used by evaluators or administrative staff (who will not know their names) to analyze results for their Club AS A GROUP. Tell teens that it is important for them to respond to the survey as honestly and as completely as they can.
- Tell teens that they will not put their names anywhere on their surveys and will instead use confidential IDs. Distribute IDs, reminding teens to double check that they enter their IDs correctly.

To Administer Surveys (cont.):

- Show teens the manila envelope that you will use to collect their surveys. Show them that the envelope seals and tell them that you will seal it after all the surveys are in it and that it will then go to someone who doesn't know them who will enter the surveys onto the computer. Stress that the person who enters the surveys will see ID numbers, not names, and has signed an agreement to not share any of the information on the surveys with anyone else.
- Share with teens the following specific instructions:
    - Only choose one answer for each survey item.
    - The questions on the first page are about last (the previous) school year.
- Read each survey item and possible responses aloud, slowly and clearly*, exactly as they are written. This will help teens focus on the individual items and will also help those with limited literacy skills, particularly those who wouldn't feel comfortable asking for help or clarification in front of the group. If teens have questions about specific items, it is fine to give them definitions of the words, but do not add any explanation that could impact the way they respond to the item. That is, avoid giving an explanation that implies any kind of judgment – good or bad – about the characteristic, behavior, or attitude in question.
- While it is important to encourage teens to answer every survey item, it is also important not to force or coerce them in any way. In keeping with standards of protection for research participants, teens must be allowed to skip items that make them uncomfortable.
- When all teens have turned in their surveys, seal the envelope in front of them.
- Thank students for their honesty and cooperation in completing the surveys.

Remember: If it is not possible to transfer the surveys the day they are taken, they must be double locked (in a locked file cabinet or drawer in a locked room, with the list of IDs and teen information locked separately) until transfer is possible.

*The reasons for reading survey items aloud include the following: 1) Teens will be less likely to rush through the survey. 2) Teens with literacy challenges will have assistance understanding the survey without having to ask for help. If you feel that the teens in your club do not have reading challenges and/or that having a survey read to them is condescending, you can let them complete the surveys independently; however, we urge you to consider this carefully before making the decision to let them go through it on their own.

Sample Script for Introducing the Pre Survey to Teens:

Thank you for taking this survey. All the teens in TOP® across the country take this survey. Your answers are confidential. This means no one will know your answers. Please be honest.

Do not put your name on the survey. Instead, you will use an ID code. The reason we ask you to use an ID is so that we can match the responses on this survey to a second survey that you will complete at the end of the year.

Please know that your answers are completely confidential, and we are not going to see your answers after you turn in your surveys. Your teachers, parents, and friends will not see your answers either.

You are not required to participate in this survey. If you choose not to participate, you will not be punished in any way. You may simply raise your hand and we will speak with you privately.

When you're finished, put your survey in this manila envelope. When everyone is finished, I will seal the envelope right here (show seal) and then they will be mailed to Wyman for data entry. The staff at Wyman will not know your names and will only see your teen id number.

You probably want to know why we use these surveys. They help Wyman (the owner of TOP®) and (insert name of your organization) learn more about the teens in TOP®. By being honest, you will help us learn where you are so we can make sure TOP® meets your needs.

When all the surveys are in the computer, we can only see the information as a group of surveys- no one will see your answers by themselves, and no one will know which answers were yours.

Do you have any questions? (Distribute ID numbers)
Okay, let's get started…As we go through the survey, I'll read the questions aloud. If you don't understand what a word means or what a question is asking, just ask. When you are taking the survey, only choose 1 answer for each survey item. The questions on the first page are about <u>last</u> school year…..

FAQs:

<u>If teens join after the club start date, do they need to take a pre survey?</u>
If teens join within the pre survey window (4 weeks of the club start date), yes, administer the pre survey. As previously stated, all surveys should be completed within 4 weeks before or after the start date of the program year. If a teen joins TOP® after the four-week mark, it is not necessary to administer a pre survey; however, be sure this teen still completes a post survey at the end of the program year.

<u>What if teens are absent during the session when surveys are administered?</u>
Give them their surveys as soon as possible, yet still within the 4 week window before or after the club start date. As we know that full attendance at any club session is rare, plan ahead for how to follow up on surveys for teens that are absent when surveys are administered.

<u>What if teens don't understand questions?</u>
Some helpful clarifications for survey terminology include the following:
Fail courses for the whole year = Got an F on a report card at the end of the year, and/or the student needs to take the class again
Failing grades = F's.
Report card = The grade report that is sent home to parents/guardians at the end of each semester/trimester; does not include quarterly/interim progress reports.
Get suspended = Spent time out of the classroom as a consequence of an infraction or disciplinary issue; includes in-school as well as out-of-school suspensions.

<u>How do I support teens with limited English proficiency?</u>
If Spanish is a teen's primary language and s/he reads Spanish, request Spanish translations of pre and post surveys, which are available from Wyman.

If teens speak languages other than English or Spanish and a certified replication partner wishes to translate any portion of the TOP® Changing Scenes© curriculum, they must get prior, written approval from Wyman. With Wyman's permission, the curriculum can be translated with the translator also completing translations of the pre and post surveys. Another option is to have the translator work with the teens at the time of survey administration, reading the items and responses aloud and answering any questions they might have.

Administer Teen Post Surveys

Purposes of the TOP® Post Survey:

- To gather self-reports of behaviors and attitudes that occurred during the program year. Responses to post surveys are compared to pre survey results to measure any changes that may have occurred during the course of program participation.
- To get teens' input on their program experiences. The questions on page 2 of the survey have been added to measure the concepts of physical and emotional safety during TOP® along with perceptions of community service and supportive relationships.

As with the set of items recently added to the TOP® pre survey, there are no psychometric statistics available on these survey items at the current time, but the items are based on other established tools that have been used successfully in similar types of programs.

Administering Post Surveys:
Post surveys are to be administered within four weeks before or after the club end date. Ideally, administer post surveys while program attendance is still at a high level. You want to collect as many post surveys as you can in order to have enough "matched"* pre and post survey responses to accurately measure changes that occur over the course of the year for TOP® teens. See *Appendix Five* for the *Teen Post Survey.*

As you administer post surveys, ensure that you observe guidelines around parent/guardian consent and teen ID numbers, which is covered in the section on pre surveys.

Follow the instructions for pre surveys when having teens complete post surveys at the end of the year. When you explain the purposes of post surveys, acknowledge that the first page of questions is identical to the first page of pre surveys, and tell teens that the items are being "re-asked" to see what their experiences have been after participating in TOP® for the year.

*When survey results are analyzed to identify program outcomes, only the results for teens who have completed both pre and post surveys, and whose surveys can be matched pre to post using ID numbers as the connector, are used. This is true for all the items on the first page of the survey; however, teens who have not completed pre surveys should also complete post surveys at the end of the year to gather responses to the additional questions on the second page of the post survey which do not have to be matched to pre results.

FAQs:

What if some teens took the pre survey but then dropped out? Am I supposed to try to find them to take a post survey?
No. Only administer post surveys to teens who are actively involved in TOP® during the time of the post survey.

What if some teens joined after the pre surveys were finished and didn't take a pre survey? Do I still give them the post survey?
Yes. Their responses to questions on community service, supportive relationships, and physical/emotional safety will contribute to the data you have for evaluating your program's atmosphere and teens' experiences
.

FAQs (cont.):

What if teens are absent when we give post surveys?
It is important to have these teens complete their surveys at another time. As you plan for post surveys, create a back-up plan to cover teens that are absent on the day you give post surveys.

Sample Script for Introducing the Post Survey to Teens:

Thank you for taking this survey. All the teens in TOP® across the country take this survey. Your answers are confidential; this means no one will know your answers. Please be honest.

Do not put your name on the survey. Instead, you will use an ID code. The reason we ask you to use an ID is so the computer can match the responses to the first survey you took at the beginning of TOP®.

Please know that your answers are completely confidential, and we are not going to see your answers after you turn in your surveys. Your teachers, parents, and friends will not see your answers either. When the computer matches your surveys, it just uses your ID number, not your name, and it combines your answers with the answers from the rest of the group. When all the surveys are in the computer, we can only see the information as a group of surveys. No one will see your answers by themselves, and no one will know which answers in the group were yours.

You are not required to participate in this survey. If you choose not to participate, you will not be punished in any way. You may simply raise your hand and we will speak with you privately.

When you're finished, put your survey in this manila envelope. When everyone is finished, I will seal the envelope right here (show seal) and then they will be mailed to Wyman for data entry. The staff at Wyman will not know your names and will only see your teen ID number.

You probably want to know why we use these surveys. They help Wyman (the owner of TOP®) and (insert name of your organization) learn more about the teens in TOP® and what you think about TOP®. By being honest, you will help us learn where you are so we can make sure TOP® meets your needs.

Do you have any questions? (Distribute ID numbers)
Okay, let's get started. As we go through the survey, I'll read the questions aloud. If you don't understand what a word means or what a question is asking, just ask. When you are taking the survey, only choose one answer for each survey item. The questions are asking you about this school year, while you were in TOP®. We know that the questions are sometimes the same or very similar to the questions we asked at the beginning of the year. We are "re-asking" questions on purpose, to see what you think and what your experiences have been after being in TOP® for a year.

Track Club Sequencing, Teen Attendance, and Service Hours

To adequately prepare for the facilitator post-program surveys, be sure to track attendance and community service hours for TOP® participants regularly over the 9 months of program. This tracking is best done on a weekly basis to ensure the information is as accurate and complete as possible. The *Club Sequence and Participation Tracking Tool* is available for download from TOPnet Online.

Facilitator End of Program Year Surveys

The post-program survey should be completed immediately after the last club meeting of the program year (typically at the end of the school year).

More information pertaining to the Facilitator End of Program Year Survey will be distributed during the spring of 2015.

APPENDIX ONE: ACTIVE CONSENT TEMPLATE

Active Consent Form Template Directions for Use

It is MANDATORY for all TOP® members to use either the Active Consent Form Template OR the Passive Consent Form Template. To use the Active Consent Form Template, cut and paste the boxed section below into your organization's existing permission form.

If your organization does not have an existing permission form or if you would like to supplement your existing form, feel free to use this form in its entirety or cut and paste any sections in addition to the mandatory section that you find helpful.

This consent form may be accessed electronically on TOPnet Online: after logging in, go to the Materials section, Resource Documents, Fabulous Forms and Templates, Parent-Guardian Consent Form.

Teen Outreach Program® (TOP®) Consent Form

Your son or daughter has been chosen to participate in the Teen Outreach Program®, replicated at *INSERT SCHOOL/AGENCY NAME* and owned by Wyman Center, Inc. (Wyman). During the time your child will spend in the Teen Outreach group, young people will explore their own growth and development, their goals for the future, and their goals for close and productive relationships with others. This program has been evaluated nationally and has shown very positive results for young people. This unique program will involve your child in volunteer work in the community. This work may occur off school grounds. The program promotes progress in school and avoidance of behaviors which may hinder your child's most successful growth and achievement.

Please initial all consents and sign at the bottom.

Consent to Participate in the Teen Outreach Program® I, the undersigned, am the Parent or Legal Guardian of the child named below who is to participate in programs provided by *INSERT SCHOOL/AGENCY NAME* during the current school year. I am aware that there are potential hazards and risks involved in some programs. I am willingly allowing the child mentioned above to participate in all aspects of the program (including field trips and transportation) under the supervision of *INSERT SCHOOL/AGENCY NAME* staff. School/agency staff will accompany off site activities. I agree to hold harmless and indemnify *INSERT SCHOOL/AGENCY NAME*, its Board of Trustees, and/or its employees, agents, or lessors from any and all claims by myself, my teen, my heirs, my family, or my assigns.

_____**Yes** _____**No**

Consent to Use Photographs I give my consent to *INSERT SCHOOL/AGENCY NAME* to use videos and/or photographs of my teen for brochures, to display in photo albums, in advertisements, or for other publicity purposes. If my teen's photo is used, he/she will only be identified by first name

_____**Yes** _____**No**

Consent to Participate in Surveys & Data Collection I give my consent for my child to participate in Wyman surveys. In compliance with Children's Online Privacy Protection Act (COPPA), Wyman provides the following information to survey participants. Wyman Center, Inc. operates a secure environment to collect and store information from student participants in its Teen Outreach Program®.

Wyman collects the following types of information directly from TOP® participants through online surveys:
-Opinions about their experience in TOP®
-Demographics: Zip code, ethnicity, gender, most frequent guardian, parents' education level
-School records: Grade in school, absences, truancy, suspension, course failure, graduation and schooling plans
-Health information: Pregnancy, parenting

I understand Wyman uses the participants' responses to improve the Teen Outreach Program®. I understand that survey and data collection is voluntary and that my child may choose to participate or discontinue participation at any point in the process without risk of losing Wyman's services. I am also aware Wyman will not require my child to disclose more information than is reasonably necessary to participate in Teen Outreach Program® as a condition of participation. I am aware Wyman will use and may share responses with third parties to market Teen Outreach Program® to increase awareness and funding and that Wyman will **not** disclose my child' s identifying information to third parties or program staff. I also understand that the associated risks for my child to participate in this survey are minimal and will not exceed any discomfort that may be found in any daily life situations when answering routine survey questions.

_____**Yes** _____**No**

_____
Child's Name

_____	_____	_____
Parent or Guardian Signature OR Teen Signature if 18 & Over or Emancipated	Print Name	Date

Contact Information:

CONTACT NAME	Mindy Sharp, Sr. V.P., Finance and Administration
SCHOOL/AGENCY NAME	Wyman
ADDRESS	600 Kiwanis Drive
CITY, STATE, ZIP	Eureka, MO 63025
PHONE NUMBER	(636) 938-5245

APPENDIX TWO: PASSIVE CONSENT TEMPLATE

Passive Consent Form Template Directions for Use

It is MANDATORY for all TOP® members to use either the Active Consent Form Template OR the Passive Consent Form Template. To use the Passive Consent Form Template, cut and paste the boxed section below into your organization's existing permission form.

If your organization does not have an existing permission form or if you would like to supplement your existing form, feel free to use this form in its entirety or cut and paste any sections in addition to the mandatory section that you find helpful.

This consent form may be accessed electronically on TOPnet Online: after logging in, go to the Materials section, Resource Documents, Fabulous Forms and Templates, Parent-Guardian Consent Form.

Teen Outreach Program® (TOP®) Consent Form

Your son or daughter has been chosen to participate in the Teen Outreach Program®, replicated at *INSERT SCHOOL/AGENCY NAME* and owned by Wyman Center, Inc. (Wyman). During the time your child will spend in the Teen Outreach group, young people will explore their own growth and development, their goals for the future, and their goals for close and productive relationships with others. This program has been evaluated nationally and has shown very positive results for young people. This unique program will involve your child in volunteer work in the community. This work may occur off school grounds. The program promotes progress in school and avoidance of behaviors which may hinder your child's most successful growth and achievement.

IF THIS CONSENT FORM IS NOT RETURNED TO *INSERT SCHOOL/AGENCY NAME* **BY** *INSERT DATE,* **THE CONSENT REQUESTED BELOW SHALL BE DEEMED TO HAVE BEEN GRANTED.**

Please initial all consents and sign at the bottom.

Consent to Participate in the Teen Outreach Program® I, the undersigned, am the Parent or Legal Guardian of the child named below who is to participate in programs provided by *INSERT SCHOOL/AGENCY NAME* during the current school year. I am aware that there are potential hazards and risks involved in some programs. I am willingly allowing the child mentioned above to participate in all aspects of the program (including field trips and transportation) under the supervision of *INSERT SCHOOL/AGENCY NAME* staff. School/agency staff will accompany off site activities. I agree to hold harmless and indemnify *INSERT SCHOOL/AGENCY NAME*, its Board of Trustees, and/or its employees, agents, or lessors from any and all claims by myself, my teen, my heirs, my family, or my assigns.

_____**Yes** _____**No**

Consent to Use Photographs I give my consent to *INSERT SCHOOL/AGENCY NAME* to use videos and/or photographs of my teen for brochures, to display in photo albums, in advertisements, or for other publicity purposes. If my teen's photo is used, he/she will only be identified by first name

_____**Yes** _____**No**

Consent to Participate in Surveys & Data Collection I give my consent for my child to participate in Wyman surveys. In compliance with Children's Online Privacy Protection Act (COPPA), Wyman provides the following information to survey participants. Wyman Center, Inc. operates a secure environment to collect and store information from student participants in its Teen Outreach Program®.

Wyman collects the following types of information directly from TOP® participants through online surveys:
-Opinions about their experience in TOP®
-Demographics: Zip code, ethnicity, gender, most frequent guardian, parents' education level
-School records: Grade in school, absences, truancy, suspension, course failure, graduation and schooling plans
-Health information: Pregnancy, parenting

I understand Wyman uses the participants' responses to improve the Teen Outreach Program®. I understand that survey and data collection is voluntary and that my child may choose to participate or discontinue participation at any point in the process without risk of losing Wyman's services. I am also aware Wyman will not require my child to disclose more information than is reasonably necessary to participate in Teen Outreach Program® as a condition of participation. I am aware Wyman will use and may share responses with third parties to market Teen Outreach Program® to increase awareness and funding and that Wyman will **not** disclose my child' s identifying information to third parties or program staff. I also understand that the associated risks for my child to participate in this survey are minimal and will not exceed any discomfort that may be found in any daily life situations when answering routine survey questions.

_____**Yes** _____**No**

_____
Child's Name

_____	_____	_____
Parent or Guardian Signature OR Teen Signature if 18 & Over or Emancipated	Print Name	Date

Contact Information:

CONTACT NAME	Mindy Sharp, Sr. V.P., Finance and Administration
SCHOOL/AGENCY NAME	Wyman
ADDRESS	600 Kiwanis Drive
CITY, STATE, ZIP	Eureka, MO 63025
PHONE NUMBER	(636) 938-5245

APPENDIX THREE: TEEN PRE SURVEY

Club Name _____ Today's Date (month/day/year) _____

TEEN OUTREACH PROGRAM® PRE SURVEY

Participant ID _____

1. **Gender:** ☐ Male ☐ Female ☐ Transgender ☐ I prefer not to answer

2. What grade are you in school this year?

☐ 6th grade ☐ 7th grade ☐ 8th grade
☐ 9th grade ☐ 10th grade ☐ 11th grade ☐ 12th grade

3. What is your race or ethnicity?

☐ Black or African-American ☐ Asian or Pacific Islander ☐ Native American / Alaskan Native
☐ White, non-Hispanic ☐ Multi-ethnic ☐ I prefer not to answer
☐ Hispanic / Latino ☐ Other:_____

4. During most of the time you were growing up, with whom did you live?

☐ Mother and father ☐ Father only ☐ Guardian
☐ Mother and stepfather ☐ Mother only ☐ Other:_____
☐ Father and stepmother

5. What is the highest grade that each of your parents completed? (Give your best guess if you are not sure.)

Mother:
☐ Less than high school
☐ High school graduate
☐ Some college
☐ College graduate or higher
☐ I don't know

Father:
☐ Less than high school
☐ High school graduate
☐ Some college
☐ College graduate or higher
☐ I don't know

TEEN OUTREACH PROGRAM® PRE SURVEY

6. Here are some things young people do...

Please select either **Yes** or **No**. If the answer to a question is yes, please answer how many. Example: if you were suspended from school twice last year, select **Yes** and type **2** for "How many times?".

During the last school year, did you...

	Yes	No	If yes, how many times?
a. Fail any courses for the whole year?	☐	☐	_____
b. Get any failing grades on your report card?	☐	☐	_____
c. Get suspended from school?	☐	☐	_____
d. Cut classes without permission?	☐	☐	_____

Have you ever...

	Yes	No	If yes, how many times?
e. Been pregnant or caused a pregnancy?	☐	☐	_____
f. Had a baby or fathered a baby?	☐	☐	_____

7. Please tell us how you feel about each of the following…How much do you agree with these statements as they apply to you personally?

	NO!, Not At All!	No, not too much	Yes, somewhat	YES! Very Much!
a. I can work out my problems if I try hard enough.	☐	☐	☐	☐
b. It's easy for me to stick to my plans and accomplish my goals.	☐	☐	☐	☐
c. I can usually handle whatever comes my way.	☐	☐	☐	☐
d. I like to see other people happy.	☐	☐	☐	☐
e. Most people can be trusted.	☐	☐	☐	☐
f. There is some good in everybody.	☐	☐	☐	☐

Thank you for participating in TOP® and for completing this survey.

APPENDIX FOUR: COVER SHEET

TEEN OUTREACH PROGRAM

TEEN SURVEY COVER SHEET

USE ONE COVER SHEET PER CLUB PER TYPE OF SURVEY

Not for use by Approved Evaluators

Please carefully complete the information below for teen surveys enclosed. Discrepancies and or incomplete information will cause a delay in processing.

Name of Certified Replication Partner	
Name of Provider Organization (if applicable) Provider organizations contract w/ Certified Replication Partners to deliver TOP®	
Name of Club (club names must remain consistent from Pre to Post)	
Name of Club Facilitator(s)	
Program Year for Surveys Enclosed	☐ 13/14 ☐ 14/15
Type of Survey Enclosed	☐ Pre ☐ Post
Number of Surveys enclosed	
Name, phone number, and email address of person submitting surveys	
Is there anything else we should know about your data?	

Please ensure you are only submitting Wyman Surveys in the format that has been provided to you (See Attached). If changes have been made to the survey, please contact your Partner Services Representative. This does not apply to organizations with approved Evaluators.

Please do NOT submit the original survey. Send copies only as a paper copy of the survey will not be maintained by Wyman once all of the data has been analyzed for reports.

Mail to: Wyman's National Network Attn.: Ashley Elliott
2731 Sutton Blvd. Suite 200
Maplewood, MO 63143

Thank you!

APPENDIX FIVE: TEEN POST SURVEY

Club Name Today's Date (month/day/year)

Participant ID

TEEN OUTREACH PROGRAM® POST SURVEY

1. Will you be in school next year?

- ☐ Yes, I will be in the same grade I was in this year
- ☐ Yes, I will be in the next grade compared to the grade I was in this year (ex. moving from 9th to 10th grade)
- ☐ Yes, I am graduating high school and going on to college or vocational school
- ☐ No, I am graduating high school but not continuing in school
- ☐ No, I am not graduating high school and will not be in school at all

2. Here are some things young people do...

Please select either **Yes** or **No**. If the answer to a question is yes, please answer how many. Example: if you were suspended from school twice last year, select **Yes** and type **2** for "How many times?".

During this school year, did you or will you...

	Yes	No	If yes, how many times?
a. Fail any courses for the whole year?	☐	☐	_____
b. Get any failing grades on your report card?	☐	☐	_____
c. Get suspended from school?	☐	☐	_____
d. Cut classes without permission?	☐	☐	_____
e. Get pregnant or cause a pregnancy?	☐	☐	_____
f. Have a baby or father a baby?	☐	☐	_____

3. Please tell us how you feel about each of the following…How much do you agree with these statements as they apply to you personally?

	NO!, Not At All!	No, not too much	Yes, somewhat	YES! Very Much!
g. I can work out my problems if I try hard enough.	☐	☐	☐	☐

h. It's easy for me to stick to my plans and accomplish my goals.	☐	☐	☐	☐
i. I can usually handle whatever comes my way.	☐	☐	☐	☐
j. I like to see other people happy.	☐	☐	☐	☐
k. Most people can be trusted.	☐	☐	☐	☐
l. There is some good in everybody.	☐	☐	☐	☐

3. Please respond to the following questions about how you feel about Teen Outreach.

	NO!, Not At All!	No, not too much	Yes, somewhat	YES! Very Much!
a. When I am at TOP®, I can say what I think and talk about my life.	☐	☐	☐	☐
b. I feel safe (physically) during TOP® sessions.	☐	☐	☐	☐
c. TOP® facilitators care about me.	☐	☐	☐	☐
d. TOP® facilitators understand me.	☐	☐	☐	☐
e. TOP® facilitators support and accept me.	☐	☐	☐	☐
f. I feel like I belong at TOP®; it's a positive group of teens for me.	☐	☐	☐	☐
g. I enjoyed the Community Service part of TOP®.	☐	☐	☐	☐
h. I learned how to deal with challenges during my Community Service projects.	☐	☐	☐	☐
i. I helped plan my Community Service projects.	☐	☐	☐	☐
j. The Community Service projects helped me make a positive difference in the lives of others.	☐	☐	☐	☐
k. I learned new skills during my Community Service projects.	☐	☐	☐	☐

Thank you for participating in TOP® and for completing this survey.