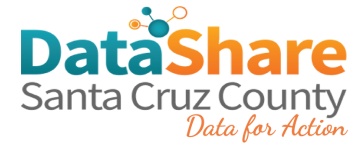


MULTILINGUAL SURVEY WORKSHEET



I. OVERVIEW OF SURVEYS

What surveys does your organization currently conduct?

II. SURVEY GOALS:

It may be helpful to keep the following in mind the following when defining your goal:

S - *Is your goal specific? (Who? What? Where? When? Why?)*

M - *Is your goal measurable? How will I measure progress? (How many? How much?)*

A - *Is your goal attainable? (Can this really happen? Attainable with enough effort? What steps are involved?)*

R - *Is your goal realistic? (What knowledge, skills, and abilities are necessary to reach this goal?)*

T - *Is your goal time bound? (Can I set fixed deadlines? What are the deadlines?)*

What is the main goal of your survey?

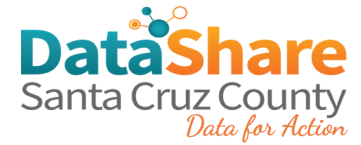
What will the results of your survey be used for?

III. SURVEY FORMAT DESIGN

What kinds of questions do you think would be most appropriate for your setting? Why?

What challenges do you foresee with designing your survey this way?

MULTILINGUAL SURVEY WORKSHEET



IV. SURVEY QUESTION DESIGN

Thinking about your goals, draft a few questions you want to ask in your survey. What scales would you use? Why are you using this format?

Question 1:

Question 2:

Question 3:

Do you think one multilingual survey or separate surveys for each language would be most appropriate for your context? What factors are you considering in this decision?

V. SURVEY DISTRIBUTION

Who is your target audience?

MULTILINGUAL SURVEY WORKSHEET



VI. SURVEY DISTRIBUTION

Who is your target audience?

VII. DATA ANALYSIS

Are there any ways you want to break up the data? By gender? Location?
Race/ethnicity?

What steps will you take to complete your data analysis?

VIII. DATA SHARING AND DISSEMINATION

Who are the stakeholders in your decision making?

Who do you want to share your reports back to?