

The purpose of the survey is to understand how the girls are experiencing the program in order to design a program that more effectively responds to their needs. The guidelines below will help to make the survey a positive experience for the girls and encourage open and honest feedback.

GUIDELINES FOR ADMINISTERING THE SURVEY

1. In order to facilitate honest feedback from the girls, the survey is anonymous, meaning the girls do not put their names on the survey. There should be no attempt by staff to associate a survey with a girls' identity. This would break trust.
2. Create an easy, fun, and warm environment. Keep the process informal. Do not make it serious and high pressure. Start off with some fun activities that get girls to relax, have fun, and connect to each other before they start
3. The survey should be provided to the girls when they have their regular meeting. If possible, staff from the organization can introduce the survey, then allow the girls to fill it out on their own. Perhaps a volunteer trusted by the girls can be available to respond to any questions as the girls complete the process.
4. Before they start the survey, staff should explain the purpose of the survey and how the information will be used. The summary of what is learned should be shared with the girls in appropriate ways.
5. Affirm the girls, the importance of their voice and their perspective, experience and insight. Let them know that they are the drivers of change and that this facilitates their input and perspective to improve the program. Encourage girls to be frank and to add notes if they need to explain something.
6. Girls should have enough time to complete the survey. They should not be rushed. For any girls with low literacy, support from girls that they feel comfortable to share their information with should be provided.
7. Give the girls space and time to reflect on the experience of completing the survey. If they prefer, let them do this with a volunteer. Ask them to talk about how the experience was for them and if it brought up any challenges. If they have suggestions for how to improve the survey, for example to bring up issues that were not asked, get their perspective on that.
8. If the girls do this as the last item of their agenda for a meeting, make sure they have another closing activity. It can be something fun, or something reflective. Let the girls choose and lead the activity if they have ideas.
9. Information should be aggregated and analyzed to identify key patterns. Identify key findings, but also any areas of mixed opinion. Surface any questions that arise from analyzing the data. Consider the implications on the programs. If possible, identify specific action that will be taken as a result of the data analysis.

Write up the findings and share them with the girls. Ask girls for their perspective on interpreting the data. If they are comfortable, ask them to use specific examples to help shed light on key patterns. Share how the findings will inform changes in the program.