**Phase I: Starting Your Surveying Shift**

**Your shift times and team leader details will change depending on which team you are in. Just fill in the blanks during the training to help you remember!**

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| --- | --- |
| **My team leader’s name and contact details** |  |
| **My shift times** |  |
| **Where I am meeting my team** |  |

**Phase 2: Implementing the Survey**

Every interaction you have with people about the survey may not flow in this exact order, but please try to make sure to cover all of these steps. Please confer with your Team Leader and/or refer to contact numbers provided if you need assistance of any kind.

1. **Approach Person, Introduce Self, and Explain What You’re Doing**
* If you are on the streets, you may need to gently wake the person up with your voice. If unable to wake the person, the Team Leader can attempt to gently wake the person up with his/her voice. (Do not touch people in order to wake them up.)
* Prior to beginning the survey, introduce yourself to the person and explain that you would like to do a survey with her/him.
* Explain that the information derived from the survey will help us to better understand needs for housing and services within our community.
* If person does not wake up or declines to participate in the survey, note information about them on your Refusal / Unable to Wake Tracking Sheet.
* **DO NOT** promise housing or hint that completing the survey will automatically lead to housing, only that it will help us understand the needs for housing and services.
1. **Explain Consent and Obtain Signatures**
* In order to administer the survey, you will need to first receive consent to do so from the survey respondent.
* First two pages of the survey form include the consent explanation and signature spots.
1. **Ask the Survey Questions and Complete the Survey**
* Follow the order and language of the survey questions, but keep tone conversational.
* Respect people’s choices to decline to answer any questions.
1. **Take Photographs**
* If you have not already received consent to take photograph(s), make sure to explain and obtain consent prior to taking any photos.
* Photographs to be taken by the designated photographer.
* If participant has agreed, also take photos of ID and/or any paperwork they have that might help determine their eligibility for housing and services.
* Respect people’s choices to decline to have photographs taken or to decline permission for their photos to be used in public materials.
1. **Take a Photo of the Survey Form**
* Take a picture of the signature page of the survey form in order to help keep the photos organized by person.
* Try to step away from the person in order to take this picture, and it works best if you lay the survey flat on the ground or hold it up against a wall.
1. **Mark Your Map (street surveyors only)**
* Make a notation on your map of where the survey was performed with that person.
* Make sure you’ve noted Street Name, Map Area, and Block # on the survey.
1. **Approach the Next Person and Start Again!**

**Phase 3: Finishing your shift**

1. **Regroup with your team**
* Team Proofreader(s) should review and ensure surveys are as legible and as complete as possible.
1. **Debrief with your team**
* Discuss how things went for you and your Team.
* Document total numbers of surveys completed, refusals, and photographs taken.
* Review your surveys to ensure that you’ve had a chance to complete all of the information.
* Review your Team’s Refusal / Unable to Wake Tracking Sheet(s).
* For street surveyors, review your Team’s map and documenting how much of your assigned area you were able to cover.
* Photographers - Ensure all photographs have been emailed, and confirmation has been received. Delete all photographs off the photographers’ phone.
* Collect all of your completed surveys and Refusals / Unable to Wake Tracking Sheets.
* Making sure that all of your unused surveying forms and supplies for the next day are back in your Team’s box.
* Ensure all completed surveys are returned to Micah Projects daily.
1. **Head Off to Start the Rest of Your Day!**
* Please feel free to talk with friends, family, and co-workers about your experience – or post on-line about your experiences at Facebook, Twitter, or other sites - but do NOT share any confidential information or photographs of survey participants. Facebook page for 500 Lives 500 Homes is <url>