

**Instructions for Using the Registration, Pre and Post Instrument**

**for On the Road to Healthy Living Mobile Cooking School**

1. Each participant should complete a registration form. This allows you to collect participant name and contact information. The registration form is kept separate from the survey instrument in order to keep participant information confidential. Participants can complete this page the day of the 1st class or as a true registration page prior to the event.

**PLEASE NOTE that the back of the registration form includes the waiver that must be signed. Check that this is completed once participants fill out the registration page**

It is important that all participants generate the personal ID code on the registration form. This code will be unique to them and entered on the participants’ pre, post, and follow-up surveys so they can be paired together for data entry.

1. The pre-survey instrument should be distributed and completed by participants before the start of the first lesson. Participants should use the code from their registration page.
2. At the end of the last session, distribute the post-survey instrument, and have participants complete it. Be sure they put their code number on the instrument.
3. Be sure that you group the registration, pre and post surveys together by instrument type. For example, all registration forms should be clipped together; all pre-surveys should be clipped together, and so on. Instruments must be sorted and grouped by instrument type to expedite scanning into the main database.

Once you have your surveys, submit to Paul Pope in Organzational Development as soon as possible to avoid delaying receiving results. Please include the Organizational Development *Cover Sheet for Scan Forms* found at [http://agrilife.org/od/evaluation/scan-forms/download-forms/cover-sheet-scan-forms/](https://urldefense.proofpoint.com/v2/url?u=http-3A__agrilife.org_od_evaluation_scan-2Dforms_download-2Dforms_cover-2Dsheet-2Dscan-2Dforms_&d=DwMFAg&c=r_tSStIHV2ie60z4DgB-pQ&r=9r0k4oJD6vb9ajnO2pvMMl7SDO8hXRAfZZmOLJDo42U&m=Xf1J6HRxH2oVBhEHBO4yxUphw1d0CT3lkol3H26K2U0&s=1fbShnOwexaQvIswj2SnhLAtWAEWRBFuwt0kAopg5sQ&e=)

**Guide for using the scannable evaluation forms:**

* Copy two page forms (e.g., the pre and post) on a single sheet of paper (front and back). Do not copy single-sided and staple.
* Use white paper. Do not use colored paper.
* Center the copies well so that all of the cornerstones and survey id are fully intact. Do not cut these off.
* Make good quality copies so that the print is bold and clear. If needed, shake the toner cartridge or replace it in order to avoid faded and smeared print.
* Make a second copy of all completed forms for your own records and as a backup.

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The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating