

## Sample Parent Consent Form

(Date)

Dear Parent or Guardian:

Our local prevention coalition (**insert coalition name**), is the recipient of a grant to assist the community in identifying current factors that influence the healthy and positive development of our children and youth. A variety of community resources have joined together to form (**insert coalition name**) with the goal of reducing substance use among the youth of (**insert town**).

To move forward in addressing the needs of our community, we need better information about our youth and their attitudes and behaviors regarding substance use and abuse. The (**insert town name**) Survey is a computer-driven survey intended to provide (**insert coalition name**) with data about the youth in our community and the factors that influence them. With this information, our community can plan strategies and programs that strive to increase protective factors, and decrease risk factors.

The survey will be administered to students in (**insert grades and dates**). Students will be asked to voluntarily participate in this brief survey during one class period at school. The survey is both anonymous and confidential and students will not be asked for their names or any identifying information. Results will be provided only as a summary of responses. A copy of the survey is available for you to review at **your principal's office**. If you would like your child excluded from the survey, please contact your principal in writing on or before (**insert date**).

Thank you for your support of this important community initiative. Should you have any questions about the survey, please feel free to contact me.

Sincerely,

Contact Name  
Director

**Southeastern Regional Action Council**

**SERAC**  
South Eastern Regional Action Council

228 West Town Street  
Norwich, CT 06360  
Phone (860) 848-2800  
[www.sectrac.org](http://www.sectrac.org)

## D<sup>2</sup>P<sup>2</sup> Survey IT Set Up Instructions

The Survey will be completed on the computers.

For the Team members that will arrive in the morning you will need to boot-up all of the computers and sign them into the network.

It takes the computers a few minutes to go through the log-in process, then go ahead and double click on the INTERNET ICON

I would add the URL web address as a favorite on all of the computers  
The favorite will say Community Youth Survey and will usually look like this when you go to the favorites

Put URL Address Here

I WOULD SUGGEST YOU SETUP THE COMPUTERS AND BY-PASS THE INTRODUCTION SCREEN – HAVE THIS INTRODUCTION READ TO THE STUDENTS BY THE TEACHER

When a student has completed the survey they will need to click the DONE button and this will log them off of the survey site. and bring the computer internet to MSN.COM.

When a class leaves the computer lab you will then just need to go back to the FAVORITES on the internet page and click the Community Youth Survey link again.

Good Luck – hope the computers are not too slow!

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## SERAC D<sup>2</sup>P<sup>2</sup> Youth Survey Proctor Script

This survey is sponsored by the *Southeastern Regional Action Council and the (Insert School District)* on behalf of the community of *(Insert Town)*. This survey is being given to all 7<sup>th</sup> through 12<sup>th</sup> grade students.

We are conducting the survey to learn about your experiences, feelings and influences regarding tobacco, alcohol, drugs and other activities.

This is not a test and there are no right or wrong answers. We encourage you to be truthful in your answers.

You will not be asked for any identifying information. The survey is completely anonymous and there is no way to trace your answers back to you or to this computer.

Please wait until instructed to begin the survey.

To begin the survey, click on the link currently showing on your screen. Then, read the introduction and click NEXT to begin the survey.

To answer the question, simply click on the dot or box next the answer that best fits. Once the page is completed, scroll to the bottom of the page and Click Next. You can go back to review or change any answers by clicking the Previous button.

Please do not compare or discuss your answers with other students while you are taking the survey, but you may ask me if you do not understand a question.

There is more than one version of the survey and you will all finish at different times. Please work as quickly as you can.

When you are done answering all the questions, click DONE. Once you have clicked DONE you will not be able to re-enter the survey or go back and change your answers.

When you are finished, please remain seated and quiet until you are instructed to leave.

Ok, you may begin.

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