

What is in this Excel file?:

- Tab 1 contains the instructions (you're here now ☺)
- Tab 2 is the "Youth Worker Results" page which displays the tables and graphs pertaining to the data that you enter (e.g. – a bar graph representing the age ranges of the youth workers). Note: The only thing that you will enter on this page is the total number of surveys. Please put this in cell c1. The demographical charts (age, ethnicity, gender, etc.) will appear first on the results page, even though the questions appear at the end of the survey (and even though you will enter them last in the tabs). We want the information to appear at the top, because it is suggested that you begin your presentation with this data. We did not begin the survey with these questions, however, due to the sensitive nature of collecting this personal information.
- Tab 3 is the "National Comparison Numbers" for your reference. The National Survey was conducted by the Forum for Youth Investment and the Next Generation Youth Work Coalition. It includes responses from over 1000 front-line workers, from eight cities. This survey generated important insights about the professionals who work with school-aged children and youth in the out-of-school hours, as well as the state of local and youth work advocacy.
- The remaining Tabs are for your data entry and directly correspond with the questions in the survey (for example – # 1 is organization information).

Data Entry Tips for Individual Survey:

- Only enter information into the white cells. The yellow cells contain formulas for totaling. The dark grey columns are dividers between questions or answer choice sets.
- For each answer, enter a "1" into the box that describes or relates to the work that your organization does. The "1" takes the place of a check mark.

Frequently Asked Questions:

- Q: What do I do if a question was left unanswered?
A: Highlight the cell(s) in blue where the answer should have been so that it will be easy to see where the information is missing. If you choose to drop an answer, you will need to manually enter the data on the "youth worker results" page, for that particular set of data. Denominator?
- Q: What do I do if a respondent chose "other" as an answer?
A: When respondents chose "Other" and define that other, insert a column before the existing "Other" column and add the response to the top cell (row 1) in the column. There will be a column for each new "other" response. Enter a 1 in the appropriate row.
- Q: What do I do if more than 100 programs responded?
A: Insert rows by entering additional rows before survey # 99. This will make sure that the formula stays intact.
- Q: What do I do if fewer than 100 programs responded?
A: If fewer than 100 programs responded, do not delete the extra rows so that the formulas remain intact.

If you have any further questions, please feel free to contact ----- at the Forum for Youth Investment at (202) 207 – 3333. Thank you for filling out this survey!