

Submitting Instructions for the executive Pre-College Committee Programs Report

Each program is invited to produce a one-page report (templates on the [Resources](#) page of the Pre-College Committee section of spartanyouth.msu.edu). You can fill in program-specific information using the template of your choice.

***NOTE:** I will be collecting quantitative data (demographics, finances, etc.) to sum over all programs and put in the report (e.g. “MSU Pre-College Programs served over 100,000 youth in 2013”). **Please include as much quantitative data as possible** in your report! The templates suggest several values of interest. Please avoid percentages when possible.

The Pre-College Committee established a set of **common survey questions** that all programs could ask to see how well programs were meeting common pre college goals and objectives. The one-page report may include some of this data but is not necessary.

Please submit the evaluation and survey data in the manner described below.

***NOTE:** this information will be kept secure; **only aggregate data from all programs will be shared!**

For each common survey question you asked, include:

The question itself (if question was asked BEFORE and AFTER attending the program, indicate which)

Number of respondents

Number of respondents who marked “Agree” or “Strongly Agree”

Example:

This program made me excited to go to college

134 respondents

110 agree

(Please Note: This can be done in a spreadsheet, copy and paste from SurveyMonkey, or whatever way is most convenient. Additionally if you prefer to send/scan the individual survey without tallying that is fine.)

I will then take the data from each program, add it together, and find the percentage of participants overall who agreed with various questions across all reporting programs.

Example:

81% agree that MSU pre-college programs make them excited to go to college (13 programs reporting, 855 respondents)

Deadline to Submit report and data: December 1.

Submit reports to: Pre College Committee – pccomm@msu.edu

1. Your common survey data

If you did not use the common survey evaluation but did evaluate your participants similar to the questions asked in the common survey data please provide this information in place of the common survey data. (e.g I feel this program prepared me to apply to college 25 respondents 19 agree/strongly agree)

2. Your one-page program report

3. Up to 3 program photos you would like to contribute final report

Questions about reporting or submitting data please email the Leadership Team @ pccomm@msu.edu