# **2022 Alabama Statewide Survey of Young Adults**

# **Implementation Plan Guide**

Before distributing the survey, your agency will need to come up with a recruitment and administration plan. You can use the following template as a guide and keep track of your partners, contacts, and steps.

1. **Key Roles**

Use this section to identify everyone who will be involved in supporting recruitment efforts and survey distribution. Ensure that their role is noted, and everyone has access to all necessary materials (such as the link to the online survey, paper survey, recruitment flyers, social media accounts, etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Contact Information | Agency staff/volunteer | Role | Access to all needed materials (Yes or No) | Notes |
| *e.g., Sue Smith*  *sue.smith@email.com* | *Volunteer* | *Tabling for in-person at XX Community College from April 5th to 10th.* | *Yes; T-shirts and bumper stickers; printed surveys; talking points* | *Sent materials 3/31.* |
| *e.g., Tom Jones*  *tom.jones@agency.org* | *Staff* | *Social media posting* | *Yes; Slick text graphics/ad* | *Sent materials 3/15. Tom is posting to social media weekly until the end of the survey administration period.* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Identify partner organizations**

Use this section to identify local colleges, student organizations, coalitions, businesses, or other local partners that may be able to assist with the recruitment of young adults in your community.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City/County | Name of Organization/Coalition/Group | Main Contact | Confirmed Partnership | Recruitment Materials Sent | Notes |
| *e.g., Mobile* | *YMCA* | *Jane Doe (jane.doe@ymca.org)* | *Yes* | *Yes; flyers, social media posts; paper surveys, in-person admin talking points, etc.* | *Jane will post to YMCA social media, hang flyers around the YMCA, and will be doing some recruitment in-person as well. Need to check-in with her monthly to gather any in-person surveys for data entry.* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |