



The Special Olympics Lifestyle Survey includes questions about an Athlete's choices in nutrition and exercise. Each Athlete will take the survey twice (pre events and post events) along with the help of a volunteer. **Supporting an Athlete in completing the survey will greatly increase the accuracy of the information.** Below are some tips on how to effectively administer the survey to each Athlete in order to gather the best information.

### **Planning for the survey:**

1. The first time Athletes take the survey should be **before** any of their events take place. Scheduling a kick-off gathering a couple of weeks before hand can be a good time to administer the survey. Athletes are more likely to participate when they are excited about their upcoming events.
2. The second time Athletes take the survey should be **at** their last event. People are less likely to commit to come back and complete the survey once their events are over, therefore, finding time to administer the survey at their last event will help ensure participation.
3. Send something to the Athletes letting them know that they will be answering questions about nutrition and exercise **before** their events and at their last event. Also provide an explanation of the purpose of the survey.
4. Have a separate and private space for each Athlete to sit down with a volunteer and answer the survey questions. It can be distracting to answer questions when there are a lot of people around or when loud noises are in the background.
5. If several people are going to administer the surveys at once, it would be best to determine a private space for each volunteer.

### **Administering the survey:**

1. Introduce yourself and explain to the athlete the purpose of the survey and why Special Olympics is gathering this information. Also explain at this time that their information will not be shared with others.
2. Another person can be present during the survey if the Athlete requests, or if another person is needed for interpretation purposes.
3. Let the Athlete know that the survey should take around 15 minutes.
4. Begin asking the questions to the Athlete allowing them to see the survey and the picture prompts provided.
5. Please be sure responses are clearly defined on the survey and handwriting is legible.
6. You may have to repeat or rephrase questions for better understanding.
7. Take the time to talk to the Athlete about what each question means or explain a question if they are unsure or confused.
8. When the survey is complete, thank the Athlete for their time and explain to them that they will answer the same questions at their last event.
9. Have a file folder or large envelope to store each survey until all Athletes have been interviewed.
10. All Lifestyle Survey data for each Athlete must be entered into Qualtrics.