**Prior to survey activities:**

* Prepare survey form
  + It’s not about the gear, it’s about the data. You get good data by asking good questions.
* Multiple tests of survey on devices
* Train enumerators
  + Everyone should have same understanding about what each question is asking and understand what each answer option means
  + “Talking points” to explain key concepts (e.g. mobile data collection, the Red Cross project being implemented, etc.)
  + How to deal with long talkers and avoid unnecessary follow-up discussion
  + How to deal with negative remarks against Red Cross (e.g. accusations of corruption)
  + How to deal with difficult questions (e.g. beneficiary selection)
* Inform LGU and Barangay Captain(s) as necessary

**Night before:**

* Check that forms are downloaded to the phones.
* Charge phones.

**Start of day:**

* Orient enumerators
  + Check Red Cross visibility (e.g. Red Cross shirts)
  + Check volunteer identification (e.g. chapter-issued ID)
  + Protocol reminders
    - Safety!
    - Be professional, represent the Red Cross
    - Phones for survey use only (no personal use, don’t download apps, no games)
  + Schedule, transportation arrangements, assignments, goals
  + Orientation to survey area
* Sign-out phones (record names of people assigned phones and ID #s of phones)

**During day:**

* For the first GPS point of the day wait extra time to get a good GPS fix
* Monitor weather conditions and other safety issues, be aware of surroundings
* Save battery power
  + Adjust screen brightness to low
  + Turn of Wi-Fi
  + Keep Bluetooth off
  + Keep GPS turned ON (helps keep accuracy high)
  + Only use ODK Collect and only use the phone when collecting survey data
* Proper introduction when starting each interview
* Always thank the respondent when finished
* Stay hydrated

**End of day:**

* Volunteer head count
* Check that all completed survey forms have been successfully sent
* Power off all phones
* Sign-in phones
* Debrief enumerators
  + Problems, issues, concerns, and success stories from the day
* Check data on formhub