THRIVE
Inland SoCal

Tools for Gathering Community Insights

1. Surveys
2. Interviews
3. Sticky Notes
4. Photos

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1. Surveys - Surveys Folder
    a. Written Surveys
        i. Tools & Equipment
            1. 12/09/23 CAC Community Survey (English and Spanish)
            2. Pens and pencils
            3. Survey collection box/space or designated survey collector
        ii. Preparation
            1. Print copies of the above survey in both English and Spanish. Be sure to print more copies than you think you need in case attendance is higher than expected.
            2. Distribute a copy of the survey to all attendees in their requested language and a pen or pencil.
            3. Remind attendees they do not need to write their names on the survey as all responses are anonymous.
        iii. Post-Activity Data Collection
            1. Encourage attendees to place their surveys in the survey collection area or hand them to the survey collector when they are finished.
            2. If you plan to deliver physical copies of the surveys, collect and store the surveys in a folder that clearly labels the meeting date and meeting details.
            3. If you plan to deliver digital copies of the surveys, scan the surveys into a computer as PDF documents. Upload these documents to the designated folder on Google Drive. Ensure the folder or each document is marked with the date and meeting name.
    b. Digital Surveys
        i. Tools & Equipment
            1. Tablet
            2. QR code

            a. You can generate QR codes for your survey links here. Save the codes in PDF format.

    ii. Preparation
        1. Make a digital copy of these surveys before your meeting.
            a. Community Survey
            b. 12/13/23 BCL Participant Survey_English
            c. 12/13/23 BCL Participant Survey_Spanish
        2. If needed, generate QR codes for your survey links using this tool. Save the links in PDF format.
        3. Provide access to the survey.
            a. Ensure all attendees have a device that can scan a QR code or access a web link.
                i. Have a tablet with the survey ready for those who do not have such devices.
            b. If using QR codes, display the codes prominently in the meeting area where everyone can easily scan them. Clearly display or explain which code corresponds to which survey language.
                i. You also may want to consider printing flyers with the QR codes if displaying them prominently is not possible. Hand these out to attendees when it is time to take the survey.
            c. If you do not plan to use QR codes, display the survey links prominently in the meeting area where everyone can easily see them and copy them down. Clearly display or explain which link corresponds to which survey language.
                i. If displaying the links prominently is not possible, you may also want to consider printing strips of paper with the web links listed. Hand these out to attendees when it is time to take the survey.
    iii. Post-Activity Data Collection
        1. After the meeting, download the survey results from Google Forms. Upload these results to the designated folder on Google Drive. Ensure the folder or each document is marked with the date and meeting name.

2. Interviews
    a. Audio Recorded Interviews
        i. Tools & Equipment
            1. Phone for recording audio
            2. Recorder
            3. Interview questions on hand
        ii. Preparation

1. Choose a quiet, comfortable place for your interview. Check for any background noise that might interfere with the recording.
2. Test your recording equipment beforehand to make sure it's working properly. Make sure all equipment is charged and has sufficient memory.
3. Ensure that the microphone on your recording device isn't covered or obstructed.
4. Position the microphone close enough to capture clear audio but not so close that it becomes intrusive.
5. Make sure all subjects have signed the Consent forms needed for audio/video recorded interviews and photos.

iii. Helpful Reminders
1. Have a list of the interview questions on hand for easy reference during the interview.
2. Remember to create a separate recording for every interview. Do not leave the device recording when you are between interviews.

iv. Post-Activity Data Collection
1. After the interviews, be sure to upload all audio files to the designated folder on Google Drive. Ensure all audio files are marked with the date and meeting name.

b. Video Recorded Interviews

i. Tools & Equipment
1. Phone
2. Camera
3. Interview questions on hand

ii. Preparation
1. Similar to audio interviews, choose a quiet, comfortable place for your interview. Set up your interview station against a wall or a backdrop so the background of the video will not be distracting.
2. Check for any background noise that might interfere with the recording.
3. Test your recording equipment beforehand to make sure it's working properly. Test the video and audio quality before starting. Ensure the room is well-lit so that the video quality is clear.
4. Make sure all equipment is charged and has sufficient memory.
5. Ensure that the microphone on your recording device isn't covered or obstructed.
6. Position the camera at a comfortable angle where the interviewee is clearly visible from the waist up.
7. Make sure all subjects have signed the Consent forms needed for audio/video recorded interviews and photos.

iii. Helpful reminders
1. Like audio interviews, have a list of the interview questions on hand for easy reference during the interview.

2. Remember to create a separate recording for every interview. Do not leave the device recording when you are between interviews.

iv. Post-Activity Data Collection

1. After the interviews, be sure to upload all video files to the designated folder on Google Drive. Ensure all video files are marked with the date and meeting name.

3. Sticky Notes
   a. Tools & Equipment
      i. Sticky notes
      ii. Paper with section titles
      iii. Wall space
      iv. Pens/pencils/markers
   b. Preparation
      i. Place the paper with section titles on the wall or board. Ensure the section titles have adequate space between them.
      ii. Place several sticky note pads along with pens and pencils on a nearby table or stool so attendees can access them easily.
      iii. During discussion or planned activity, participants write their ideas and suggestions on a sticky note and instruct them to place it in the appropriate section.
   c. Post-Activity Data Collection
      i. After the focus group session, collect and record the sticky notes section by section to maintain the organization of the comments.
      ii. Physical Data Delivery
         1. If you plan to deliver the physical sticky notes for analysis, collect them from each section by stacking them onto a single piece of paper. Continue this process for each section on separate pieces of paper.
         2. Store these collected stacks in a folder. Label the folder with the meeting's date and meeting details for easy reference and organization.
      iii. Digital Data Delivery
         1. If you plan to deliver digital copies (photos) of the sticky notes for analysis, arrange the sticky notes on the board or wall within each section ensuring they do not overlap and all notes are clearly visible.
         2. Take photos of each section. You might need multiple photos to capture all the notes clearly. Ensure the section title is visible in each photo for easy identification.
         3. Upload these photos to a designated folder on Google Drive. Include a document in the folder that details the meeting date and specific meeting details for context and record-keeping.

4. Photos
    a. Tools & Equipment
        i. Phone/camera
        ii. Proper lighting
    b. Preparation
        i. Ensure that the subject of your photos is relevant to the data you wish to collect. Check the lighting in the area where you'll be taking photos.
        ii. If you plan to take photos of individuals, ensure all have signed the Consent forms needed for audio/video recorded interviews and photos.
        iii. Adjust the camera settings according to the lighting conditions. If you're indoors, you might need additional lighting to ensure the photos are clear.
    c. Post-Activity Data Collection
        i. Upload all photos to the designated folder on Google Drive. Ensure the folder or all photos are marked with the date and meeting name.