



# Survey Services Order Form

Email to Survey Services (surveys@search-institute.org), or Fax to 612.692.5553

Customer Service Phone 877.240.7251

Order Date: \_\_\_\_\_

Estimated Survey Administration Date: \_\_\_\_\_

### Survey Contact Person

### Billing Contact Person

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

This contact is responsible for administration of the survey and will be emailed all survey information.

Are you willing to be part of a network of organizations using Search Institute surveys to have access to and be a resource to other organizations around the topics of surveys and data utilization?  Yes  No

### Sites

Please list the names of each site i.e.: location, organization, or school. Every site named below will need a separate site report. A site report requires a minimum of 50 youth for A&B or REACH and 30 youth for DAP or YAPS. If more than four sites are required; please attach a list.

Site 1: \_\_\_\_\_

Site 3: \_\_\_\_\_

Site 2: \_\_\_\_\_

Site 4: \_\_\_\_\_

Online Survey	Developmental Assets Profile (DAP)		Youth and Program Strengths (YAPS)		REACH		Attitudes & Behaviors (A&B)		Subtotal
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity	
<b>Site Report</b> <i>(including up to 100 youth surveys)</i>	\$250	x	\$300	x	\$300	x	\$400	x	
<b>Per survey cost for youth surveys in excess of 100</b>	\$2.00	x	\$2.50	x	\$2.50	x	\$3.50	x	
<b>Aggregate Report</b> <i>(encompassing multiple sites)</i>	\$250	x	\$300	x	\$300	x	\$400	x	
<b>Individual Data File</b> <i>(one CSV file of all youth surveyed)</i>	\$150	x	\$150	x	\$150	x	\$150	x	

Estimated Total Cost: \_\_\_\_\_

Deposit due at time of order is equal to the subtotal of site reports: \_\_\_\_\_

### Other Notes

**REPORTS:** Site Reports are required for every survey purchase. Each site report includes up to 100 youth surveys, if unused, these surveys may not be transferred to a separate report. Custom analyses will be quoted on an organizational basis. Other data may be suppressed if there are less than 10 youth represented in a specific cell within the report. Reports will be created within two weeks of notification from the client that their survey administration period is closed. An additional fee will be charged for any reports requested post administration.

**ETHICS:** Collecting survey data from young people requires following ethical, legal, and professional standards in order to protect young people and to generate quality results that can be used with confidence. Search Institute survey users must adhere to the professional standards for survey research found here: <http://www.search-institute.org/survey-services/professional-expectations>. By submitting this order form, you agree that you have read the above notations as well as those on the webpage and meet the standards therein.

**CANCELLATION:** If you decide to cancel your survey order there will be a \$100 cancellation fee and must be initiated within 30 days of the order date.

**PAPER:** If necessary, paper surveys may be printed for DAP or YAPS administrations.

### Payment Type

Purchase Order # \_\_\_\_\_ (If you are using a purchase order, a copy of the purchase order must accompany your survey order.)

MasterCard  Visa Card number: \_\_\_\_\_

AmEx  Discover Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on card: \_\_\_\_\_