We Can! Youth Curriculum Evaluation
Instructions for Facilitators

This document provides instructions for facilitators to evaluate *We Can!* youth curricula implementations. Consider using these instructions for each *We Can!* youth curriculum you run and evaluate. You may want to partner with a local university or other partner to run an evaluation of the program.

There is a separate questionnaire for each curriculum: one for CATCH Kids Club, one for Media Smart Youth, and one for S.M.A.R.T. An identical curricula-specific questionnaire is used as both a Pre- and Post-Questionnaire. Students should fill out a questionnaire on the first day of class (this will be the Pre-Questionnaire), and again on the last day of class (this will be the Post-Questionnaire).

Students should **not** write their names on the questionnaire so as to protect the confidentiality of their answers. However, in order to match students' answers from before they took the program to their answers after they took the program, you should provide them with a unique password.

1. Use the *We Can!* Youth Curriculum Password Table on the next page to assign each class participant a unique password.
2. During the first class, provide each student with their password privately and ask them to write their password on their copy of the Pre-Questionnaire. It may be easiest to do this while students are filling out the questionnaire or when they hand it in.
3. Keep the list of passwords and names in a safe place for the duration of the class.
4. At the last class, provide each student with the same password and ask them to write it on their copy of the Post-Questionnaire.
5. Destroy the *We Can!* Youth Curriculum Password Table after you administer the Post-Test. Do not send anyone the Table.

To each student, hand out one questionnaire. Please tell the students the following:
- The questionnaire is designed to evaluate the curricula—not them.
- They will not be graded for right or wrong answers—so they should answer as honestly as possible.
- They should only write their password on their test—not their name.
- Other students in the class will not see their answers.
- It should take about 15-20 minutes to fill out.

After the students finish filling out either the Pre- or Post Questionnaire:
1. Collect all the questionnaires. Be sure each student has written their password on their questionnaire.
2. Fill out the *We Can!* Questionnaire Program Information Form on page 3 of this document and include it with each set of Pre- or Post-Questionnaires. This will help your filing of materials.
3. Analyze the data from Pre- to Post-Questionnaire. If you are working with a partner to analyze the data, we recommend sending the completed questionnaires to your partner **immediately** after they have been completed. We do not recommend waiting until the last class when both the Pre- and Post-Questionnaires have been completed before sending the information to your partner. This will prevent confusing Pre- and Post-Questionnaires during analysis.

We Can! Youth Curriculum Password Table

Remember:

- Keep this list of passwords and names until you administer the Post-Questionnaire at the last class.
- Destroy this list after you administer the Post-Test Questionnaire.
- Consider using the following protocol for assigning passwords to each student:

  [CURRICULUM INITIALS]-[LOCATION NAME]-[IMPLEMENTATION NUMBER]-[PARTICIPANT NUMBER]

  For example, if you are implementing CATCH Kid's Club (CKC) for the third time in the Wilson Park Recreation Center (WPRC), you would use the following set of passwords:

  CKC-WPRC-3-001
  CKC-WPRC-3-002
  CKC-WPRC-3-003

Password	Name	Password	Name

We Can! Questionnaire
Program Information Form

Evaluation Contact Name and Telephone Number:_____

Are these Parent Questionnaires:_____

Name of Site for Implementation (i.e. Wilson Park Recreation Center):_____

Implementation Number per Location: (i.e. first implementation, second implementation):_____

Dates of Implementation:_____

Are these Pre-Questionnaires or Post-Questionnaires:_____

Number of Questionnaires Included:_____