**Guidelines for Collectors**

We are keen to get a very high participation rate for the questionnaire and your role in this is crucial. Please deliver questionnaires to each house on [date] (or as close to this as possible) and agree with the householder a mutually convenient date and time to collect them, up to 10 days from your visit.

Please be prepared to go back again if people are out, or not ready, on the agreed date as it is very helpful to make face to face contact and explain the rationale for the questionnaire. Arrange a collection date before the deadline which is [date].

Please use the attached form to help you remember who you have delivered to and collected from.

There are a number of points listed in a separate FAQ sheet that we feel you should mention when the questionnaire is delivered. You may want to start by explaining what it is about. [There is more information about the Plan on ……………..]

1. A black ballpoint pen should be used to answer the Q. Boxes should be ticked.

2. If someone does not want to answer a question they can just leave it blank.

3. If a mistake is made, a black ballpoint should be used to completely black out the box with the wrong answer in it. Then a tick should be put in the correct box.

4. The Q should take about [\_\_\_\_\_] minutes to complete.

5. Every household in the village will be involved and we really do want to have everyone in the village from [\_\_\_\_] years of age upwards responding.

6. Confidentiality. Please stress that people are not asked to put their name or address anywhere in the Q.

7. Those entering the £100 Prize Draw will need to write their contact details on the back of the front cover but the cover will be detached and processed separately from the remainder of the document. An envelope is provided for the covers accordingly.

8. Those offering to volunteer for activities will need to write their contact details on the separate volunteer information sheet which will be detached and processed separately from the questionnaire which the householder should put in the sealed envelope.

9. Please give a copy of the FAQ sheet to the householder, after writing your name and phone number on it, in case they forget anything that you have said!

10. Householders should send the survey back freepost or hand it back to the collector already sealed in the envelope. [The volunteer sheet or prize draw contact details should be handed to the collector separately, not included with the survey.]

When you have collected the Qs and the covers please return them to your coordinator [name………..]

Thank you very much [name of CLP or NP steering group]

**Collector summary form**

Road . . . . . . . . . . . . . . . . . . . .

Collector . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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| House name or number | Number of Qs supplied  | Delivery date | Collection date | Number of Qs collected |
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**Frequently Asked Questions
– replace this with your own FAQs**

1. **What is the purpose of the questionnaire?**

The questionnaire is an essential element in finding out what the people of [………………….] want for the village in the future. The questions that are asked have been based on the many comments made at the publicity events for the Village Plan held earlier this year.

1. **Will my answers to the questionnaire be confidential and anonymous?**

Yes. You do not put your name or address anywhere on the questionnaire. The cover on which you write your contact details if you wish to enter the Prize Draw – see below – will be detached. The questionnaire will be analysed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and they will not know which households the questionnaires come from.

1. **What happens to the answers?**

The valuable statistics derived from the questionnaires will be returned in the form of a report to the \_\_\_\_\_ Plan Steering Committee. They will be used as the essential data on which the \_\_\_\_\_ Plan is formulated. In some places we are inviting you to write words instead of ticking boxes. These written entries will be read separately and fully taken into account.

1. **How do I fill in the questionnaire?**

Please use a black ballpoint pen. If you make a mistake use the pen to completely black out the box with the wrong answer in it, and then put your tick in the correct box. If you do not want to answer a question just leave it blank.

1. **Who should fill out the questionnaire?**

Every household in the village is involved and everyone in the village of [\_\_] years and older should complete a questionnaire. / Or one person should complete a questionnaire on behalf of the whole household

1. **Can I give my name to become a volunteer and help in village activities?**

Certainly. Either phone the number given in the questionnaire, or tell the collector when they pick up your questionnaire and they will pass on your name.

1. **We're rather busy - is it really vital**? Yes it is! This is for all of us. Other villages doing their plans have managed to achieve over 80% participation which has made all the difference.

**Please try to find the time to fill this in and have it ready for your collector. Thank you.**

*The \_\_\_\_\_ Plan Steering Committee*

*Name and phone number of your collector . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .*

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