



...COLLEGE IS POSSIBLE FOR ALL MONTANA STUDENTS

## SUMMER PROGRAM SURVEY INSTRUCTIONS

Thank you for administering the summer program surveys. The results will be used to improve the summer programs in future years as well as to augment the evaluation of Montana GEAR UP in our effort to promote postsecondary education for GEAR UP students. Please find below the instructions for copying and administering the scannable or machine-read survey as well as the instructions for returning the surveys to Montana GEAR UP.

### Copying Directions for Machine-Read Surveys:

1. Open file, which will open in Acrobat Reader and print a copy. Make sure printer is set to print at full size (do not shrink the survey).
2. Double sided or single sided copies will work equally well.
3. Use standard weight paper and not extra thin paper where the ink from the front shows through to the other side.
4. Make all copies from the original (and not from copies.)
5. Make sure that the four squares in the corners of the survey are visible and not cut off. These are anchors and are necessary for the machine to read the survey.
6. The copies need to be “clean”; there can be no dirty toner marks or the machine will read these as responses.
7. The surveys cannot be folded since they will be machine read.
8. White paper is best, but if you want to use colored paper, make sure the colors are light pastels.

### Administering the Survey

The survey should be administered in the last couple of days of your camp to allow students enough time to experience the benefits of the camp and respond more completely to the survey questions. Please have your students use a black pen or a #2 pencil to fill out the survey and encourage them to “bubble” completely.

### Returning the surveys to Montana GEAR UP

Once all the surveys have been completed, please mail them back within five days of the conclusion of the camp to:

Montana GEAR UP  
Office of the Commissioner of Higher Education  
ATTN: Andrea Rankin  
P.O. Box 203201  
Helena, MT 59620-3201

Thank you for your assistance!