

## **Instructions for Administering the WISE Basics Feedback Survey**

Thank you for your help administering this survey to WISE Basics attendees. This survey will help us know more about the value of the presentation and materials, allow us to follow up with participants who want to get involved, and will help us improve the presentation in the future.

Please distribute the survey to participants at the end of the presentation. Ask that they complete the survey and place it in the envelope. These surveys will be forwarded to IMPACT Planning Council, a non-profit organization which will be analyzing the surveys.

Please provide the following instructions/information to participants:

- We're doing this survey to learn what is valuable about this presentation and how it can be improved. We appreciate your honest feedback!
- The survey will take about 5 minutes to complete. When you complete the survey please put it in the envelope at the back of the room.
- You'll see that we ask you to provide your contact information if you are interested in being involved with WISE in the future. If you choose to provide your information, please know that your name will not be connected to your survey responses when the results are summarized.
- The surveys will be sent to IMPACT Planning Council which will summarize the results. IMPACT is a nonprofit agency that we partner with to help with the evaluation of WISE.

If you have questions about the survey, please contact:

Erin Malcolm  
IMPACT Planning Council  
1243 N 10<sup>th</sup> Street, Suite 200  
Milwaukee, WI 53205  
414-224-3050 / 414-224-3053  
[emalcolm@impactinc.org](mailto:emalcolm@impactinc.org)