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|  | **Materials** | **Instructions** |
|  | **Data Tracking Log**  | 1. Write date and location and names of data collection team members
2. Use tracking log to track completed surveys, English and Spanish
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|  | **Paper Surveys** **(If applicable)** | 1. Talk through the script language and walk participant through the consent process
2. If they agree to participate, complete the Date, Location, SITE ID, Data Collector Initials
3. Fill out site information on survey
4. Administer the survey
5. Store completed survey in manilla envelope and place in a closely monitored survey collection box
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|  | **Tablet Administration****(If applicable)** | 1. Prep the tablet by having the survey link open on the internet browser
2. Go through consent process and remember to tell participant about online raffle at the end
3. Enter the SITE ID information
4. Select “I am administering this survey to someone else”
5. Leave tablet with individual to complete the survey, but stay close by to answer any questions
6. Make sure to remind participant about the online raffle. If they want to participate, help them get to the registration page.
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|  | **Take-Home Information** | Provide every participant with take-home information |
|  | **Materials/Supplies** | 1. Incentives (granola bars, water, etc)
2. NMCS Poster with QR code/TinyURL
3. Clipboards for paper surveys
4. Pens for paper surveys
5. Manilla folders for completed surveys
6. Box for completed surveys
7. Hot spot for wifi access to online survey (if using tablets)
8. Use wipes to clean clipboards between each use
9. Place completed forms in labeled manilla envelope
10. If needed, letter of support for site (e.g., MVD)
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