



## Tool 3.21: Sample FAQ Sheet for Surveying

### **Why is this tool useful?**

*When out in the field, it is a good practice for surveyors to keep responses to possible frequently asked questions handy for answering respondents. This sheet is not intended for distribution but as a reference for surveyors. We have included answers to questions that are frequently asked about most surveys, but the questions and answers should be customized for your organization and your survey needs. This is also a good place to define terms that come up in the survey but may not be familiar to the respondent. A best practice is to also define unfamiliar terms as they show up in the survey itself. (See Tool 3.22 Survey Building Blocks).*

### Researcher Responses to Common Questions

Review these common questions before conducting your research, and bring this sheet with you for reference.

#### **Q: Why are you doing this research?**

**Researcher Response:** *You will want to include information about your organization, and what the survey is about. Information about what the data will be used for can also be helpful. Here is a template for a response:*

*“ABC organization works with XYZ communities. We have been talking to the XYZ community who is experiencing DEF issue. Currently, there is a gap in the research that documents our communities experiences in DEF. Our plan is to write a report based on the survey research. Eventually we want to work on a campaign to address DEF issue.”*

#### **Q: Who will you share this information with?**

**Researcher Response:** *Your name and contact information will not be shared with anyone outside of our organization, where they will be used only to follow up with you to invite you to know your rights trainings, and events related to our ongoing organizing work. Your answers to the questions, which will not be publically connected to your name, will be used to generate data about the experiences of XYZ community.*

#### **Q: Do I have to answer this question?**

**Researcher Response:** *We encourage you to answer every question, since all the information is important for our research. However, if you don't feel comfortable answering a question, you can feel free to skip it.*

#### **Q: Why do you need to know \_\_\_\_\_ about me? (Asked about demographic questions like age, education level, etc).**

**Researcher Response:** *It is important for us to know who is impacted by these issues, and these questions help us capture that information and paint that picture. This can be important for our campaign development, organizing and recommendations. Remember, this information will not be publically connected to your name.*