

UU PEACE Fellowship — Survey Guidelines

Source: 2011 Three-Year Plan — Introduction Section

Background

The 3yr-Plan Task Force sees a trend by commercial and non-profit organizations to use electronic-based survey tools that are easy to construct and perhaps distributed and compiled at little or no cost. So, it expects that committees may want to use this tool to poll the membership on a variety of topics.

The Communications Committee strongly urges the Council to insure that there is a systematic process for surveying the membership. This document provides the general guidelines that are expected for any committee/group that either sponsors a survey or is the recipient of the survey data.

Unless otherwise revised, the following Survey recommendations will be considered in effect when this plan is approved at the Congregational Meeting in June 2011.

approved June 2011

Survey Use Requirements:

1. Survey must be directly related to a UU PEACE committee or program(s).
2. Avoid timing conflicts of other survey initiatives; or overuse of surveys by notifying the Council when a survey is being considered.
3. Require an editorial review to minimize ambiguity, improve clarity, etc. (by Council, the Communications Committee or an appointed group.)
4. Require survey testing by the sponsoring committee before distributing it.
5. Survey owner creates any technical and how-to instructions needed to access data or complete the survey.
6. [online] Survey registration fees and account access should be managed and budgeted by one committee (Communications? Finance?).
7. Confidential or personal information obtained during a survey must be assured to remain confidential.
8. Evaluate tools/options to insure usability and access to data should the survey originator not be available. Maintain and post the Survey Use Guideline.

2011: Communications