

**Teach Well - Gimme 5 Atlanta
Teacher Questionnaires Protocol
Winter, 1995**

[Pass out the packets (with their names on them) and a "GIMME 5" pencil to each of the teachers as they come into the meeting.

- **If someone does not have a green folder packet, first find out if they are a 3rd, 4th or 5th grade teacher.**
- **If they are, give them a blank one, and have them write their name and school on the outside of both green folders.**
- **If they are not a 3rd, 4th or 5th grade teacher, they do not need to be there.**
- **If anyone is absent or missing, ask if someone would be responsible for getting their packet to them.]**

"Good afternoon! My name is _____. I am with the **Gimme 5 - Teach Well** project with Rollins School of Public Health at Emory University . Do you remember last year, about this time, we gave you a packet of **Gimme 5 - Teach Well** questionnaires?"

[Pause and wait for their responses and probably their "groans".]

"This is the last year and we have a **\$25 gift certificate from Rich's** for each of you who complete all of the final set of questionnaires, the food and exercise diaries, and "physiological" measurements The questionnaires need to be completed by all the 3rd, 4th, and 5th grade teachers!"

"What I would like to do now is take 10 minutes of your time and quickly walk you through the forms, point out some of the nuances, and answer any of your questions you may have. Does everyone have a folder packet?"

"Please open the first green folder and inside, you will see another colored folder. This second folder has your food diary and your physical activity diary. Please complete the food diary and the physical activity diary for seven consecutive days! Keep these diaries beginning today, **(date)** and you should finish them by **(date)**! Be sure to put your name and the dates on each page of the food diary and on the physical activity diary. Keep these forms in a usual place (example: beside your bed) and complete them at least once a day (example: before bed). Alternatively, you might want to keep them in your desk drawer at school and fill them out at the beginning and end of the day.

Each diary has the same, simple instructions with a sample page for your guidance, just like last year. Are there any questions about the food diary or the exercise diary?

[Answer their questions and record them so that we can discuss them at our staff meeting:

- 1.
- 2.
- 3.
- 4.

"In the green folder are the same questionnaires as before and again on the "Opscan" forms . These questionnaires ask about your beliefs about physical activity, diet, school climate, and exposure to various health promotion materials and programs. I know it looks overwhelming, but pace yourself. Each questionnaire only takes 5 to 10 minutes to complete. If you answer about two questionnaires a day just before or after you complete your food and physical activity diaries it will only take a few minutes each day!

"Most of the questionnaires have very simple instructions. Be sure to read the instructions and the possible responses before you answer the first question. Sometimes the available responses do not exactly fit what you believe or feel. In those cases, use the response which comes closest to what you believe or feel. You need to use a No. 2 pencil, so use the special "GIMME 5" pencil I gave to you at the beginning."

"Please completely fill in the circle which corresponds to your best answer to each question. Be sure to fill in the circle on the colored line indicated on the questionnaire. Please try not to as they say 'bend, spindle or mutilate' these "Opscan" forms. The opscan machine is very picky and finds wrinkled forms "indigestible!"

"I would like to point out a few "quirks" on a couple of questionnaires. The first one Record 1-demographic is just one page this year. Although you may have completed it last year, just take a minute to do it again, even if nothing has changed for you. R6-Stages of Change, R14-Preferences, R16-Outcome Expectancies, and R18-Self Efficacy answers all go on the blue lines. On R20-Health Program & Information Exposure, we need you to answer each of the topics under the bolded question. Any questions so far on these?"

(Answer any questions they have and record them to discuss at our staff meeting.)

"R21-Social Support's answers go on the blue lines. On R22-Job Satisfaction the front sheet explains that we want to know how teachers feel about their job and these answers go on the blue lines, too. On R23, page one says "I want to help..." and page two says "I believe I can help..." so please be sure to answer both pages. R24 and R25 answers are also on the blue lines. And then you are finished!"

"All information you provide on these questionnaires is confidential. We will not share your individual answers with **anyone!** We will pick up your completed forms directly from you, take them to Emory University, and put them in a locked filing cabinet where only our research team will have access to them. We hope, therefore, you will feel confident in answering each of these questions in a manner which accurately expresses your true feelings and beliefs. Any questions?"

(Answer any questions they have and record them to discuss at our staff meeting.)

"To be able to receive the entire \$50.00 gift certificate , you need to complete the questionnaires; the food and exercise diaries (\$25); and participate in physiological measurements on (date of physiological data collection) at your school (for \$25)! There should be a flyer posted in your teacher lounge that explains the physiological measurements to you. Remember, if you complete everything, you will receive a **\$50 gift certificate to Rich's.**"

(Answer any of their questions and record them for us to discuss at staff meeting.)

"I will be back on (give them the date you will pick up their forms) to pick up your packet of questionnaires and your diaries. Thank you very much for your time. Do you have any questions before I go?"

(Answer any questions they have and record them to discuss at our staff meeting.)

"If you do have any questions later about these questionnaires and the diaries while you are filling them out, please call **Melanie Harrison at 727-9874** or **Janice Baranowski at 727-8087.**"

"Once we have everyone's information, one of our **Gimme 5 - Teach Well** staff will be back in mid March to deliver your \$50.00 gift certificate! Thank you for your time!"