# Survey Template

Please use this template as a reference for laying out your survey. The BLOCK and ITEM components can be named as you see fit, below are examples. We will try to match variable names in your Reference Guide to the extent possible.

**We find that response rates are higher when there is a brief introduction (1-2 sentences) to the content that explains why the information might be important/relevant/useful to local government.**

## Time Estimation

|  |  |  |  |
| --- | --- | --- | --- |
| BLOCK | ITEM | QUESTION TYPE | POINTS |
| Survey\_intro | Survey\_intro |  | 1 |
| BlockNameA | BlockNameA\_preamble |  | 1 |
| BlockNameA\_keyword1 | MC, choose one | 1 |
| BlockNameA\_keyword2 | MC, choose multiple | 2 |
| BlockNameB | BlockNameB\_preamble |  | 1 |
| BlockNameB\_keyword1 | OE, long | 4 |
| BlockNameB\_keyword2 | Grid | 2.5 |
| BlockNameB\_keyword3 | -- | -- |
| BlockNameB\_keyword4 | -- | -- |

*MC=multiple choice; OE=open-ended*

Total Points: 12.5

Total Time: 2 minutes and 5 seconds

### Survey\_intro

Generic survey intro that presents content, specifically why it might be important to local government officials.

### BlockNameA\_preamble

Brief introduction to Block A.

### BlockNameA\_keyword1

Question text.

* Answer choice 1
* Answer choice 2
* Answer choice 3

*[****Instructions:*** *multiple choice, choose one]*

### BlockNameA\_keyword2

Question text.

* Answer choice 1
* Answer choice 2
* Answer choice 3
* Answer choice 4
* Answer choice 5
* Answer choice 6

*[****Instructions:*** *multiple choice, choose multiple]*

-----------------SURVEY PAGE BREAK-----------------

### BlockNameB\_preamble

Brief introduction to Block B.

### BlockNameB\_keyword1

Question text.

*[****Instructions:*** *open-ended, multiple-line answer]*

### BlockNameB\_keyword2, BlockNameB\_keyword3, BlockNameB\_keyword4

Question text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Answer choice 1 | Answer choice 2 | Answer choice 3 | Answer choice 4 | Answer choice 5 |
| Grid item 1 |  |  |  |  |  |
| Grid item 2 |  |  |  |  |  |
| Grid item 3 |  |  |  |  |  |

*[****Instructions****: grid question, select answer choice for each item]*