



# SF2020 Reynolds Partnership Survey Administrator Checklist

- ☐ Trained survey administrator is in the room and available
- ☐ Survey environment is as safe, quiet, and supportive as possible
- ☐ Survey administrator is familiar with and understands survey instructions, content, and structure
- ☐ Informed consent has been verified and completed
- ☐ Participants have been provided translated surveys, interpreters, or other accommodations if needed
- ☐ Survey administrator maintains a neutral, non-judgmental attitude
- ☐ Survey administrator stands out of the line of sight of participants' computer screens (to maintain confidentiality)
- ☐ Survey administrator remains available before, during, and after survey administration to answer questions
- ☐ Survey administrator ensures participants receive payment after completing survey