



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Requesting a Survey

Thank you for your interest in developing a survey to capture important data! In order to have a survey created for your event or program, please complete the Survey Request Form (SRF) and submit it to the Assessment Team **no less than five (5) business days** prior to your event. After the SRF has been completed and submitted, the Assessment Team will develop two surveys. The first is a general survey that is designed to collect general information. The second is a post-event/program survey that will collect more detailed information about the event. The Assessment Team will be conducting the general survey during the program through survey stations, QR codes, and face-to-face interactions.

After the event, participants will receive an email with the post-event/program survey and will be informed of a chance to win a prize if they complete the survey. This survey will remain open for 72 hours after the completion of the event or program. Once the survey is closed, the Assessment Team will begin analyzing the collected data. After the completion of the analysis, the Assessment Team will generate a report of results which may take up to ten (10) business days. Once the report is completed, it will be stored in a database and delivered to the requestor.

If you have any questions or concerns about this process, please contact Herbert Gonzalez (Herbert.Gonzalez@csusb.edu) or Mellissa Patton (Mellissa.Patton@csusb.edu).

ASI Survey Request Form

Requestor: _____

Email: _____

Department: _____

Event Date & Time: _____

Event/Program Description: _____

Survey Population: _____

Please check only ONE category that your event/program falls under:

Social/Making Connections

Volunteer/Outreach/Community

Health & Wellness

Academic Success

Campus Enrichment

Diversity/Global Learning

General Life Skills

Professional & Career Development

Community Enrichment

Desired Questions:

Desired Student Learning Outcomes: _____

Purpose of Survey: