

## Example Focus Group Protocol

Date:

Group Interviewed:

Interview Completed by:

The \_\_\_\_\_, in cooperation with \_\_\_\_\_, is conducting an evaluation of \_\_\_\_\_. This focus group will help us understand how the \_\_\_\_\_ is working and how to improve it in the future.

Our purpose in meeting with you today is to learn your thoughts, feelings, and experiences with the \_\_\_\_\_. Your insights will help the program's staff make improvements.

Anything you tell us is confidential. Nothing you say will be personally attributed to you in any reports that result from this focus group. All of our reports will be written in a manner that no individual comment can be attributed to a particular person.

Your participation in this focus group is totally voluntary. Are you willing to answer our questions?

Do you have any questions before we begin?

1. Please talk briefly about your experience with the \_\_\_\_\_.
2. How did you first learn about the \_\_\_\_\_ program?
3. What do you like best about the \_\_\_\_\_ program?
4. What have you learned from the \_\_\_\_\_ program and its outreach that you previously did not know?
5. In what ways are students more aware of the importance of \_\_\_\_\_ as a result of the \_\_\_\_\_ program?
6. In what ways are teachers and staff more aware of the importance of \_\_\_\_\_ as a result of the \_\_\_\_\_ program?
7. What are some ways \_\_\_\_\_ program services could be improved?
8. Do you believe that \_\_\_\_\_ program staff treat students with respect?  
*Probe: Do you have any concerns about confidentiality?*
9. How satisfied do you believe participants are with the services they receive from the \_\_\_\_\_ program?
10. To what extent do you believe participants are receiving accurate \_\_\_\_\_ information?
11. Do you have any other comments about the \_\_\_\_\_ program?

## Example Key Informant Interview Protocol

Name: \_\_\_\_\_ Day: \_\_\_\_\_

Organization: \_\_\_\_\_ Time: \_\_\_\_\_

Position: \_\_\_\_\_

The focus of this evaluation will be to better understand how the \_\_\_\_\_ program is operating in your school and community as well as learn what effect it has had on youth participants. Input from this project will be shared with staff and funders in order to make improvements in program implementation.

My purpose in talking with you today is to learn more about your thoughts, feelings, and experiences with the \_\_\_\_\_ program.

Anything you tell me will not be personally attributed to you in any reports that result from this evaluation. All of the reports will be written in a manner that no individual comment can be attributed to a particular person.

Your participation in this interview is completely voluntary. Are you willing to be interviewed?

Do you have any questions before we begin?

1. How do children in your school get involved in the \_\_\_\_\_ program?
2. What are your impressions of how youth in your school (or district or community) have been affected by the \_\_\_\_\_ program? (*Probe: academics, discipline, social skills, basic needs, involvement in after school activities—ask for specific examples*)
3. How has your school's climate been affected by the \_\_\_\_\_ program?
4. How effective is the \_\_\_\_\_ program at building developmental assets for the children that participate?
5. Which program components are essential for successful implementation of the \_\_\_\_\_ program?
6. What barriers did you encounter while implementing the \_\_\_\_\_ program?
7. What is your overall impression of the \_\_\_\_\_ program's success in your school or community?
8. How have your school and/or community assured the sustainability of the \_\_\_\_\_ program?
9. Do you have any additional comments about the \_\_\_\_\_ program that we haven't already discussed?

**Thank you for your time!**

## Example Interview Protocol

My name is \_\_\_\_\_ from \_\_\_\_\_. I am working with the \_\_\_\_\_ in an effort to understand the needs of \_\_\_\_\_ throughout the \_\_\_\_\_.

Anything you tell me is confidential. Nothing you say will be personally attributed to you in any reports that result from this interview. All of our reports will be written in a manner that no individual comment can be attributed to a particular person.

Are you willing to answer my questions? Do you have any questions before we begin?

1. What challenges do you think the field of \_\_\_\_\_ as a whole is facing?  
*(Probe: What's kept \_\_\_\_\_, as you would dream of it, from happening? If participant mentions funding, use as a probe: There probably were times when there was money, but things didn't happen. What was going on there? Why didn't things happen?)*
2. What needs to happen to help the field as a whole address these challenges?  
*(Probe: Think back to the challenges we talked about in #1. What could be done about those?)*
3. What do you think state agencies can and should do to help meet the needs of the field?  
*(Probe: If you were charged with being head of a state agency, what do you think needs to be done?)*
4. Where are you currently getting your \_\_\_\_\_ information?  
*(Probe: Which websites, which print resources, in-person contacts, etc.)*
5. In the future, where would you like to get your \_\_\_\_\_ information?  
*(Probe: Which websites, which print resources, in-person contacts, etc.)*

**Thank you for your time!**