



## MSU Extension Program Participant Form Sample Script for Staff – Face to Face Programming

*The collection of demographic data from program participants is an important and mandated aspect of all Michigan State University Extension programming staff, whether those events are held virtually or in person. Below please find a sample script and some best practices tips that you can use as a guide when asking program participant to fill out the demographic data collection forms.*

### **Best Practices Tips:**

- Pause your program, preferably somewhere in the middle, to specifically ask participants to fill out the form – virtually or in person.
- If your program is being offered virtually, explain the process on how participants should access the form and how to submit it after they have completed it. (*You may want to have a separate slide in your show to explain the directions*)
- If you are offering the program face to face, ask people to raise their hand if they have a question and go to them individually and answer their question. This will help with other participants adding to the question or “piling on.” If you feel that the question that was asked should be shared with the entire group, feel free to interrupt the participants and share the question and answer with all participants.
- If you are offering the program virtually, ask people to place their questions in the chat and converse with them in the chat box.
- Remind participants that if they registered for the program through our Events Management system that they would have been asked to fill out this information. If they don’t remember if they filled out this information, they should fill it out now.
- Remind participants, regardless if they are in person or virtual, that answering these questions is **voluntary** and they can check the “choose not to provide” box on any question that they choose not to answer.
- If you are presenting to youth, remind them that they should be **18 or over** to fill out the form on their own. If they are younger than 18, they should get assistance from an adult.

### **Face-to-Face Program Script:**

Thank you for participating in today’s program. In just a minute, I will be passing out our MSU Extension Youth Program Participant form. Please take a few minutes to help us by sharing some information about yourself if you desire.

MSU Extension programs are open to everyone. Providing the following information on the form is **voluntary** and helps ensure that programming is available to all audiences. The information that you provide will not be used in any way to identify you personally but rather as a member of a group that participated in this program. These forms will be kept separate from any other information related to the program you participated in and only the race and gender data will be shared with the United State Department of Agriculture (USDA) as part of MSU Extension’s Civil Rights requirements. Only total numbers across all programs are reported to the USDA and any information provided will be maintained strictly for reporting purposes.

By answering the questions below, you help us to provide a snapshot of who participated in our program, support our commitment to providing programs to all segments of our community and help us to maintain continued funding for programs like the one you participated in today.

***A reminder that if you are a youth under the age of 18 participating in today's program, please have an adult help you fill out this form.***

The form provides you with the option of providing information related to race, ethnicity, gender and your county of residence. You can fill the form out completely or choose to respond to different sections as you see fit. If you choose not to provide information in any section, please check the "prefer not to respond" box.

If you registered to attend this program through our Events Management electronic registration system, you would have been asked to provide the information on this form already. If you answered these questions at that time, you do not have to fill out this form again. If you don't remember, feel free to fill out this form at this time.

We appreciate your participation in filling out this form.

I am available to answer any questions or concerns that you might have, just raise your hand and I will come to you to respond.

I will give you about 5 minutes to fill out the form and then we will return to our program.