



2019 Standardized Volunteer Opinion Survey Data Entry Agreement

Please ensure the following process is followed when entering your own data:

- Paid employees of your organization **will not** enter hard copy survey data.
- **To preserve the integrity of the data collection process**, the participating Hospital/Health Centre **will recruit a volunteer** to provide data entry of the hard copies for the PAVRO Standardized Volunteer Opinion Survey.
- Recruitment Guidelines - qualifications for the individual selected to enter the data include:
 - ✓ Is a current volunteer or has been screened by your department.
 - ✓ Good computer skills.
 - ✓ Detail-oriented - a high degree of accuracy and attention to detail.
 - ✓ Experience with Survey Monkey or online survey tools is an asset.
 - ✓ Maintain the confidentiality and privacy of the data.
- Volunteer Resources staff will review the hard copy data entry process and ensure the person responsible for the data entry has a good understating of their role.
- The hard copies will remain and be entered on site and a suitable workspace will be provided to the individual completing the data entry (i.e. **not** the Volunteer Manager/Director's office).
- **The hard copy survey information must be entered verbatim – word for word.**
- The person entering the hard copy data must check their work following the entry of data for each survey dimension to ensure the information has been accurately entered.
- Record the date of entry to the online survey in the top right corner of the hard copy survey.
- Once the surveys have been entered, they will be bundled, sealed up and stored (at your facility) in a locked cabinet for 6 months with a purge date recorded. At the purge date, the surveys will be shredded.

By signing below, I acknowledge that I have READ, UNDERSTOOD, AND AGREE TO FOLLOW the data entry process:

NAME (PRINT)

SIGNATURE

HOSPITAL/HEALTH CENTRE

DATE

Please send signed copy of this checklist to pavro@pavro.on.ca