

# DATA COLLECTION WORKSHEET



**Complete this worksheet before you collect evaluation data for any of your prevention strategies or programs.**

This worksheet walks you through the steps that will need to happen before the information you collect can be used, and will help you plan for the resources that will be required. Most importantly, the worksheet helps you clarify how you will use the information you collect, which is the most important factor for ensuring that your data collection resources are used wisely.

**WHAT IS BEING COLLECTED:**

**WHO IS COLLECTING THE DATA:**

**WHO IS ENTERING THE DATA ONLINE OR INTO EXCEL:**

**WHO IS SUMMARIZING THE FINDINGS:**

**WHEN AND WHO WILL BE DISCUSSING THE FINDINGS:**

**WHAT WILL BE THE FINAL PRODUCT, SUCH AS SNAPSHOT, ONE-PAGER, PRESS RELEASE, FLYER, SHORT REPORT SUMMARY:**