



# FFY19 DOH SNAP-Ed Evaluation

## Returning pre/post surveys to DOH

Please note that pre/post surveys should be submitted **monthly**, and no later than 30 days after the previous month (e.g., pre/post surveys administered in October should be returned by November 30).

### 1. Fill-out a coversheet for each SNAP-Ed class that completed pre and post surveys.

- a. Be sure to include **PEARS Program Activity Name** and **PEARS Program Activity ID** – we use this information to link surveys to PEARs Program Activity entries.

### 2. Package surveys per class series.

- a. **Make sure surveys aren't missing pages** - each survey must include all pages.
- b. **Group pre and post surveys separately** with paper clips or rubber bands.
- c. **Attach the coversheet to the top of pre and post surveys.**  
Use a paperclip, rubber band, or enclose within a manila envelope.

### 3. Mail surveys to DOH.

- a. **Use pre-paid shipping labels (for boxes) or pre-paid envelopes** from DOH. If you need additional envelopes or shipping labels for boxes please email [snap-ed@doh.wa.gov](mailto:snap-ed@doh.wa.gov).
  - **Shipping labels-** Use these to return boxes of surveys to DOH. Please remove or completely cover up any original shipping labels before attaching the new pre-paid return shipping label.
  - **Pre-paid envelopes** – Use these for smaller batches of surveys. Please ensure the envelope is sealed securely before mailing.
- b. **Schedule FedEx Express pickup** (1-800-463-3339) or find a FedEx shipping location (<https://www.fedex.com/us/index.html>).
  - Shipping labels are pre-paid by DOH so you do not need to pay for anything or sign-up for a FedEx account.
  - FedEx cannot pick up packages on the same day that you call.
  - If FedEx requests the DOH account number it is 1850-2264-1. ONLY use this if requested by FedEx when returning surveys to DOH.

***Thank you for your assistance!***

If you have other questions about any of these instructions, please email [snap-ed@doh.wa.gov](mailto:snap-ed@doh.wa.gov).