



315-785-2380 / 2570

315-785-2574 (fax)

Dulles State Office Building
317 Washington Street
Watertown, New York 13601-3782

e-mail: tughill@tughill.org

website: www.tughill.org

Chairman

Jan J. Bogdanowicz

Vice Chairman

Michael G. Yerdon, Sr.

Secretary

Thomas E. Boxberger

Members

Leona M. Chereshnoski

Roger W. Maciejko

Arnold E. Talgo

Kenneth W. Vigus

Executive Director

John K. Bartow, Jr.

Community Surveys Assisted by the Tug Hill Commission

Revised 2014

Community leaders often wish to conduct opinion surveys of residents. The Commission has assisted Tug Hill communities with conducting these surveys, particularly in conjunction with other-projects Commission staff is assisting, such as comprehensive planning programs or grant applications.

Because of the high numbers of requests for assistance and the labor intensive nature of survey tabulation, the Commission tabulates surveys with a machine reader, and analyzes survey results with computer software. This requires a high degree of control over the layout and printing of the survey instrument. For this reason, if the community wishes the Commission to tabulate survey results, the Commission must print surveys in-house and supply requested number of surveys to the community. **Should the community wish to make its own arrangements for survey printing, the community must also assume responsibility for survey results tabulation.**

The following are the respective responsibilities of the community and the Tug Hill Commission with regards to Commission-assisted surveys:

Community Responsibilities

- The community will work with the Commission to design a survey instrument. The Commission must have responsibility for printing the survey to ensure calibration of the survey instrument.
- The community will obtain mailing addresses and cover the costs of mailing out surveys and providing for return mail, if necessary.
- The community will deliver the completed surveys to the Commission for scanning and tabulation of closed-ended questions.
- The community will be responsible for tabulation and typing of open ended questions and comments on returned surveys. Therefore, care should be used in designing the survey instrument to ensure that there is local capacity to handle the number of open ended questions being asked.
- The community will provide the Commission with all final survey results.

Tug Hill Commission Responsibilities

- The Commission will provide examples of survey instruments of other communities, as requested.
- The Commission will assist in drafting the survey instrument, or will provide comments on the drafts as requested.
- The Commission will prepare survey for computer scanning, print appropriate number of survey copies and deliver to the community.
- The Commission will tabulate survey results for closed-ended questions and prepare executive summary for the community.