

Find Your Group Info

Grant/Program Title: Hope Collaboration

Due Date:

Location Surveyed:

Instructions

The Survey was successfully created. Now, you need to decide whether you (1) distribute the tool by paper and transcribe the responses into a worksheet; or (2) have the members use the on- line interactive tool. If you have any special needs, want to have it be a group process, or not able to access the internet-you may wish to print out the tool and then transcribe using the on-line worksheet later.

Instructions for Paper Tool and On-line Worksheet:

Use the first link below to review the Find Your Group instructions for completing the tool manually and transcribing the responses into a worksheet.

<http://kidstoolsonline.com/dev/cardsort/findyourgroupinstructions.pdf>

Determine how many printed sets of the cards you will need based on how you will implement the cards. For example, if you have seven members and wish to do it together at one time, you may need seven sets of cards. Each member will need to have a Card Sort Scoring Sheet completed. Use the URL link below to enter each of the Card Sort Sheets. Note you may enter all the sheets or provide the link to members. You can access the tool set up for this specific group by clicking this URL:

www.evaltoolsonline.com/demo/findyourgrouppaged/Surveys/Create?key=qdj5y

Email to Members for Interactive On-line Find Your Group Survey

Dear Team Member or Stakeholder,

To aid our team in identifying ways to strengthen our ability to collaborate and reach our goals we are using an online tool called Find Your Group.

The tool will ask you to rate how our collaboration is functioning on three foundational elements of Purpose, Structure, and Process. The tool may provide valuable insights with input from team members and stakeholders.

Your participation is voluntary. Please feel free to not participate, ask questions, and/or provide comments and feedback after to the process,

You can access the tool by clicking this URL:

www.evaltoolsonline.com/demo/findyourgrouppaged/Surveys/CreatePaged?key=qdj5y

Thank you in advance for your time. Please submit your response by