

on the table

SURVEY INFORMATION FOR HOSTS

Thank you for serving as an On the Table host! One of the most important elements of this initiative is a survey attendees are asked to complete after their conversations. This document explains the variety of choices available to take the survey as well how hosts can return any completed paper surveys to SVCF. You may wish to have this available prior to beginning your conversation.

ATTENDEES HAVE FOUR DIFFERENT CHOICES TO TAKE THE SURVEY

Once guests have arrived for your event—but prior to beginning the conversation—you will want to explain that there is a post-conversation survey participants are asked to take and that there are four different ways to access the survey. Hosts should then review these options by explaining attendees can choose to access the survey by:

- **Text**

Signing up by text is SVCF's **recommended** method for attendees who have texting and mobile web device capabilities to immediately receive and easily submit the survey. Our text service provider uses industry standard security and encryption technology to prevent sensitive data from being observed during transmission and encodes all phone numbers in the system. To instruct guests to sign up by text, hosts should:

- Ask guests to indicate on the sign-in sheet they want to receive the survey by text
- Ask attendees to then take out their phones
- Direct them to text "OTT" to 30644
- Explain that guests will immediately receive a link to the survey to complete on their mobile devices.

- **Email**

After hosts have returned sign-in sheets, guests who wish to access the survey by email will be sent a link to the survey. To be eligible for this option, guests must provide an email address and indicate their preference on the sign-in sheet.

- **Visiting SVCF's On the Table Website**

Guests may visit SVCF's On the Table website, www.siliconvalleycf.org/onthetable to access the survey.

- **Completing a Paper Copy and Leaving it With the Host to Return by Mail**

The fourth option available to participants is to complete a paper copy of the survey, copies of which were distributed to hosts at their request with the host toolkit. It is strongly recommended that guests complete the paper survey immediately after the conversation and leave the completed survey with hosts.

Hosts are responsible for returning completed surveys, using a self-addressed stamped envelope available upon request. Hosts are asked to return surveys by mail the day after their On The Table Conversations.

HOWEVER GUESTS CHOOSE TO COMPLETE THE SURVEY, HOSTS ARE ASKED TO ELECTRONICALLY RETURN A SCAN OR PICTURE OF THEIR COMPLETED SIGN-IN SHEETS WITHIN ONE DAY TO ONTHETABLE@SILICONVALLEYCF.ORG (REMEMBER: THE SIGN-IN SHEET MAY HAVE TWO SIDES!)