



Document Type:	Standard Operating Procedure (SOP)
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Procedure:	Participants and Organizers Satisfaction Survey
Responsibility:	Community Activity Leader "CAL", College of Nursing, KSAU-HS
Frequency:	Upon conducting an activity

Description

This SOP outlines the complete details concerning the procedure for the distribution, collection and analysis of the participants and organizers satisfaction survey.

Procedure

1. Each approved activity is required to utilize the participants and organizers satisfaction survey.
2. The CAL is responsible to make sure that the team has enough participants' satisfaction survey to distribute during the activity.
3. The CAL must assign from the team member/s for the effective distribution and collection of the participants' satisfaction survey during activity.
4. The CAL along with the organizing team must fill out the organizers' satisfaction survey.
5. Collected surveys must be submitted to CSU right after the activity.
6. CSU will create a request thru Help Request System for Data Encoding and Analysis.
7. Once the data has been analyzed, result must be compiled in the Community Service Summary Report.

Related Documents