



# The Students Commission

Centre of Excellence for  
Youth Engagement

## INFLUENCE IN ACTION Data Procedures

**The Students Commission  
Toronto Office**  
23 Isabella St.  
Toronto, ON, M4Y 1M7  
Tel: (416) 597-8297  
Fax: (416) 597-0661  
www.tsmag.ca

**Kingston Office**  
92 Cararaqui St.  
Kingston, ON, K7K 1Z9  
Tel: (613) 484-5721

**Saskatoon Office**  
411-11th St. East  
Saskatoon, SK, S7N 0E9  
Tel: (306) 683-0083  
Fax: (306) 657-3951

**Victoria Office**  
Nishad Khanna  
University of Victoria  
Victoria, BC, V8W 2Y2  
Tel: (25) 412-4131

### CENTRE of EXCELLENCE FOR YOUTH ENGAGEMENT PARTNERS

**Brock University  
Lifespan Development Centre**  
Brock University, c/o Dr. Linda  
Rose-Krasnor, Dept. of  
Psychology, 500 Glenridge Ave.  
St. Catharines, ON, L2S 3A1

**Youth Launch /  
Nutana Integrated  
School-linked Services**  
c/o Nutana Collegiate  
411 Eleventh St East  
Saskatoon, SK, S7N 0E9

**Wilfrid Laurier University's  
Community Psychology  
Program**  
c/o Department of Psychology  
75 University Avenue West  
Waterloo, ON, N2L 3C5

**Youth Net / Réseau Ado (YN/RA)  
The Children's Hospital of  
Eastern Ontario (CHEO)**  
401 Smyth Rd.  
Ottawa, ON, K1H 8L1  
www.youthnet.on.ca  
www.cheo.on.ca

**City of Vancouver  
Youth Outreach Team**  
453 West 12th Avenue  
Vancouver, BC, V5Y 1V4  
www.vancouveryouth.ca

**St. Thomas University**  
Centre of Research for Youth at  
Risk, c/o Dr. Susan Reid  
51 Dineen Dr., Fredericton, NB  
E3B 5G3

**St. Mary's University**  
c/o Dr. David Bourgeois, Dept. of  
Psychology, 1800 Argyle St.,  
Halifax, NS B3J 3N8

**Town Youth Participation  
Strategies/Youth Centres  
Canada**  
P.O. Box 729, Merrickville, ON  
K0G 1N0

**YouCan**  
c/o St. Paul's University, 223 Main  
St., Ottawa, ON K1S 1C5

The Students Commission (lead organization to the Centre of Excellence for Youth Engagement) is a national, charitable youth organization that has been committed to the protection of children and youth and their right to give voice to their ideas and opinions in safe way since its founding.

The procedures for privacy and confidentiality purposes for the Influence in Action project are:

1. Students fill out a top sheet with their name and birth date. The sheet has a code, which matches a code on the survey/quiz that they will fill out.
2. Students tear off the identifying sheet and give it to the person administering the survey on site (teacher or facilitator). All identifying sheets are put into an envelope, which is then sealed.
3. Students then fill out the survey naming influencers they respect and the quiz. Those answers are put into a second envelope and sealed. The name of the school, the class, the teacher's name and the number of students in the class or grade.
4. Both envelopes are put into one package to be Express Posted (Signature Required) to Students Commission offices in Toronto. All surveys from participating classes should be sent together.
5. Envelopes on arrival are opened by Barb McIntosh, Technical Director, and kept in a locked filing cabinet in a locked office. Barb oversees a Data Co-ordinator, who inputs the names in this office into electronic data files for analysis. Only Barb and this Data Co-ordinator can match the names of students to the answers they gave. The electronic data files are stored only on a Secure Data Folder on our server, which only Barb McIntosh, the Data Co-ordinator and the Executive Director have access to. If you need info from them, you can request it from us. Files are password protected.
6. The data co-ordinator will call the Adult Ally or Facilitator organizing the Influence in Action Training when the list of the influencer names for that school is ready. The list will be broken into two separate password protected files: first names only, second names only. The data co-ordinator will give the Adult Ally the passwords for the files and then email the files. Both people will immediately delete the email from their email programs. The Adult Ally will use the two lists to communicate with the school, which students are to be invited to the training and give the school the consent forms for students and parents. A code will connect the two lists, but without the code, no one will be able to connect first and last names, and there will be no other identifying information on the list. Only the Adult Ally and designated school officials will have the codes.
7. Data will be kept at the Students Commission Toronto office in the secure office cabinet and server until the evaluation is complete. Then all names, electronic and paper will be destroyed (deleted and shredded).

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# School Tools (from the Website)

## Instructions for Teachers for the Influence in Action Questionnaire and Quizzes

- 1) The Questionnaire is one page and the Quiz is one page, with a cover page for the student's name and date of birth.
- 2) If they are not already numbered, take each three page-survey and number each page with the same number. Each survey set should have the same number on each of the three pages. Numbers can be marked on the bottom right of each page where it says "Survey#".
- 3) Inform students that they are going to be part of a special program called "Influence in Action" that encourages students to think critically about information, to be leaders, and to get involved in activities that are good for them and for others.
- 4) Tell students that they are being asked to fill out a questionnaire to identify students in their class, if it is an elementary school where they are in the same class most of the day, or in their grade, if they are in a secondary school, and move from class to class. They are asked to name who they respect and who has an impact on them and to answer some questions on a variety of different topics.
- 5) Ensure that class members know that they are to identify people in their class or grade, not the entire school. Remind them not to name themselves or their teacher on the questionnaire.
- 6) Have students fill out the first page with their name and date of birth.
- 7) Separate and collect the first sheet from the students and put them in an envelope.
- 8) Allow participants 10 minutes to fill out the questionnaire and the quiz and inform them that they need to be collected at the end.
- 9) Teachers should then place these in a second envelope.
- 10) Please label each envelope with the name of the school, the grade of the students, the teacher's name and the number of students in the class. 1
- 11) Please give the envelopes to the Students Commission representative for your school, or send the envelopes to 23 Isabella Street, Toronto, ON M4Y 1M7 (Express Post, Signature Required)

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# School Tools (from the Website)

Here are some tools to help you get the Influence in Action set up in your school.

## Step One

Read over the [Description of our Two-Day Training](#) to get a feel for how the program could work in your school.

## Step Two

Download and print the [Letter of Agreement](#), have your school administrator sign it and fax it to our Toronto office at 416 597-0661. This will confirm that your school has agreed to participate in our pilot program.

## Step Three

Download and print the [Instructions for Teachers](#) and the Influencer Questionnaire and Quiz for either [Elementary Schools](#) or [Secondary Schools](#). Number all three pages of each set (first page, questionnaire and quiz) with the same number, one set for each student. Have your students fill out the first page with their name and birthdate, then collect these and put them into an envelope. Seal the envelope. Then have your students fill out the second and third page, collect them and put them into a second envelope. Seal the envelope.

## Step Four

Mail both envelopes to us at (Express Post, signature required):

The Students Commission, Centre of Excellence  
23 Isabella St., Toronto ON M4Y 1M7

## Step Five

We will analyze the results of your questionnaire and email you the names of the students in your class who were identified as peer influencers.

## Step Six

Download and print the [Consent Forms](#) for parents and students identified as peer influencers. Have each peer influencer's parent or guardian sign the Parent Consent form. This gives permission for their child (your student) to participate in the program and evaluation as a peer influencer. Also, have each peer influencer sign the Peer Influencer Consent form, showing that they are willing to participate in

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the Training and in the Program. Please return both sets of forms to The Students Commission representative in your area, or fax to 416 597-0661, or pdf and email to Sharif Mahdy – sharifm@tgmag.ca.

### **Step Seven**

Call your local contact at The Students Commission to arrange for your peer influencers to take part in the two-day training.

### **Have Fun!!**

Let us know if you have any questions, problems, or suggestions for how to improve this program. If you have any questions or concerns, please call Sharif Mahdy at 416 597 8297.