

Questionnaires are great for collecting lots of information and quickly. If you decide you're going to use them to collect information have a read through our top things to think about:



Decide who the questionnaire is for and who will be answering it.



Make sure you ask open questions such as "what do you think of...? What do you feel about...? What do you consider...? What do you value most about...?"



Try not to make it longer than **2 sides of A4**.



Before giving the questionnaire to someone, **explain its purpose and the value** of them filling it in, or write this at the top of the questionnaire.



In some cases it's quite good to give an opportunity at the end of the questionnaire to **provide space for drawing a picture of how they would like to see the future of their community** or some particular aspect of it (this is particularly good when working with school age children).



In some cases a list of **guided questions asked in a focus group** to provoke discussion will be more appropriate than a formal questionnaire.

Example questionnaire

Theme: After school clubs

1. What after school clubs are you aware of in this area?
2. What do you think people value most about them?
3. In what ways could they be improved?
4. Do you think there's scope for a new after school club, meeting on a different day with a different focus?

5. What do you think makes a good after school club?

6. Draw a picture of what you think the ideal after school club should look like

Different ways of using questionnaires



Single sheet - keep it simple and clear



Questionnaires can be picture based, in which participants draw their ideas for a future initiative or project. They can then be analysed to see the common themes



Questions can be stuck on paper around the walls, and the participants answer by writing on post-its. These are then gathered and reviewed.



Use in a focus group discussion - as a set of guided questions