# **BTE Evaluation Agreement**

## Date Prepared: Reviewed/Updated on:

Year 1:

**BTE Site Information**

**Location: Site Code:**

Year 2: Year 3:

**Implementation Start Date End Date**

Year 1

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Year 2 Final

**Key Contacts**

**BTE Site Evaluator**

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| --- | --- | --- | --- |
| Name: Organization: Address: |  | Title: Phone:Email: |  |
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**BTE Site Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:Organization: Address: |  | Title: Phone:Email: |  |
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**BTE Champion (J&J Representative)**

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| --- | --- | --- | --- |
| Name:Organization: Address: |  | Title:Phone: Email: |  |
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**BTE School Contact(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School 1:** |  | **School 2:** |  |
| Name: |  | Name: |  |
| Position: Address: |  | Position: Address: |  |
|  |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of BTE Participants School 1:**How will the BTE participants be selected? |  | **School 2:** |  | **Total:** | 0 |
|  |

**Number of Comparison Group\***

How will the Comparison Group be determined? By whom?

**School 1:**

**BTE Identification Number:**

0

**Total:**

**School 2:**

Type:

Who will record/track of Student Names w/ ID?

**Special Instructions:**

The Site Evaluator provides the BTE Participant List (Excel Spreadsheet) to the BTE Site Coordinator 30 days prior to the

 start of the BTE program. The BTE Site Coordinator tracks BTE Participant program status by "BTE Identification Number" on this spreadsheet and provides it the BTE Site Evaluator on an annual basis. Templates can also be found on the website.

**Parent Information / Notification**

**BTE**

**Comparison Distribution**

**BTE**

## Comparison Distribution

**Participant**

|  |
| --- |
| **0** |
|  |
| Y/N | Y/N |  |
|  |

**Group\***

**Date:**

**Participant**

**Group\***

**Date:**

\*if applicable

**School 1:**

|  |
| --- |
| **0** |
|  |
| Y/N | Y/N |  |
|  |

Letter Distributed by:

Additional consent requirements?

*If so, specify type and who is responsible:*

**Special Instructions:**

See Sample Parent Notification Letters (passive consent) on the BTE Website; samples can be modified and distributed by the BTE School Contact prior to program launch.

**School 2:**

**Background Information:**

Grading Scale: Graduation Requirements (# Courses):

|  |  |  |  |
| --- | --- | --- | --- |
| Grade Range: | High |  | Math |
|  | Low |  | Science |
|  | Avg |  | Official Language |
|  | Passing |  | Other: |

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**Required Academic Data (check all that apply):**

**BTE**

**Participant**

|  |  |  |  |
| --- | --- | --- | --- |
| Attendance | X |  | X |
| GPA | X |  | X |
| End-­‐of-­‐Course Grades: |  |  |  |
| Math | X |  | X |
| Science | X |  | X |
| Official Language | X |  | X |

**Comparison Group (if applicable)**

## Notes / Description

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Other:

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*Specify Specify*

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**Academic Data Template:**

0

**0**

**School 1: School 2:**

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| --- |
| **0** |
| 0 |

Prepared By: Prepared By:

Date Academic Data Template emailed to BTE Site Evaluator:

Baseline Baseline

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Year 1 Year 1

Year 2 Year 2

Final Final

**Submission Instructions:**

The Site Evaluator provides the Academic Data Template (Excel Spreadsheet) on annual basis to the BTE School Contact(s) 30-­‐days prior to the end of each school year. The BTE School Contact(s) collects academic data for all BTE Participants and the Comparison Group (if applicable) by "BTE Identification Number." Data is recorded in the Academic Data Template and emailed to the BTE Site Evaluator by specified date. Templates can also be found on the BTE Website.

**Comparison Group Survey Data (if applicable)**

**Administration**

0

**0**

**School 1: School 2:**

|  |
| --- |
| **0** |
| 0 |

Administered By: Administered By:

Baseline Year 1

Year 2 Final

**Special Instructions:**

If the site has a Comparison Group, the BTE Site Evaluator ensures that the Comparison Group Survey is culturally competent / contextually relevant and translates the final version into the official language, if necessary. The Site Evaluator distributes an appropriate number of hard copies to the School Contact(s) at least 30-­‐days prior to the distribution date, as specified. The School Contact(s) administers the survey and mails the original versions to the Site Evaluator within 1 week of administration; consider retaining a copy. Surveys can be found on the BTE Website.

**School 1 Survey Date:**

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**School 2 Survey Date:**

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**Survey Type:**

|  |
| --- |
| Comparison Group Baseline Survey |
| Comparison Group Annual Survey |
| Comparison Group Annual Survey |
| Comparison Group Exit Survey |

**Administration**

0

0

Organized By:

Conducted By:

**Conducted On: Date: Location:**

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| BTE Activity |
| BTE Activity |
| BTE Activity |

Year 1

Year 2 Final

**Special Instructions:**

Site Coordinator organizes the 60-­‐minute Focus Group(s) as the last event of each BTE program year; the BTE Participant Survey may be distributed in conjunction with the focus groups. The BTE Site Evaluator will conduct all sessions. See Focus Group Question Guide, which can be found on the BTE Website. The evaluator should provide student feedback to the Site Coordinator/FHI 360 as soon as possible, within 2 weeks of the focus groups.

**Notes / Description**

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| --- |
| 10-­‐12 Students / group (# groups) |
| 10-­‐12 Students / group (# groups) |
| 10-­‐12 Students / group (# groups) |

**BTE Participant Survey Data**

**Administration Survey Date: Location: Survey Type:**

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| BTE Event |
| Focus Group |
| Focus Group |
| Focus Group |

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| BTE Participant Entry Survey |
| BTE Participant Annual Survey |
| BTE Participant Annual Survey |
| BTE Participant Exit Survey |

Baseline Year 1

Year 2 Final

**Special Instructions:**

The BTE Site Evaluator ensures that the BTE Survey is culturally competent / contextually relevant and translates the final version into the official language, if necessary. The BTE Site Coordinator administers the baseline survey prior to or at the first BTE activity. The Site Evaluator distributes all other surveys to BTE Participants on annual basis, typically in

 conjunction with the focus group. See the BTE Participant Survey on the BTE Website.

**Johnson & Johnson Employee Survey**

Distributed By:

0

**Distributed On: Date:**

Year 1

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Year 2 Final

**Special Instructions:**

FHI 360 provides the BTE Champion at local operating company with an email link to the online survey. The BTE Champion distributes the link to all employees working with BTE youth and/or volunteering with the program. FHI 360 provides raw data to the Site Evaluator on an annual basis for inclusion in the annual written report.

**Notes / Description**

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| Online Survey |
| Online Survey |
| Online Survey |

**Informal Feedback & Focus Group Debriefing (Verbal feedback by Evaluation Team)**

**Date:**

Year 1

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Year 2 Final

**Special Instructions:**

Informal verbal findings / recommendations provided by the BTE Site Evaluator to the Site Coordinator and FHI 360 within 2 weeks of the scheduled focus group(s).

**Annual Evaluation Report**

**Date: Provided to:**

Year 1

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| FHI 360 | 0 | 0 |
| FHI 360 | 0 | 0 |
| FHI 360 | 0 | 0 |

Year 2 Final

**Special Instructions:**

The BTE Site Evaluator prepares a written report and distributes it to the Site Coordinator, BTE Champion, and FHI 360 within 60 days of receipt of the Academic Data Template and all surveys. The Site Coordinator can distribute it to the BTE Advisory Committee, if desired. See the Evaluation Reporting Guidelines on the BTE Website for more information.

**Raw Data Submission to FHI 360**

**Date Sent to FHI 360:**

Baseline Year 1

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Year 2

Final

**Special Instructions:**

ALL raw data must be submitted to FHI 360 via the BTE Master Template within 45 days of receipt of Academic Data / Surveys. See BTE Master Template and Instructions for more information; both can be found on the BTE Website.