## Notes on questionnaires for children

Dear youth exchange organisers,

if you plan to use i-EVAL to survey participants who are under 14, you must obtain the consent of their parents. You can decide yourself how to obtain this consent. The consent forms you receive from parents remain with you. The i-EVAL team does not verify the existence of these forms.

The easiest way to obtain consent is to include the consent form in the registration section. For example, you can use the following wording:

*To enable participants to provide feedback, a survey is conducted using the online tool "i-EVAL". We give permission for our son / daughter to take part in this survey. No personal data is collected. More detailed information is available at* [*www.freizeitenevaluation.de*](http://www.freizeitenevaluation.de)*.*

Alternatively, you can supply a separate consent form. The next page contains an information letter which you can adapt to your needs.



From:

Youth exchange project team

To the parents of

participants under 14

**Permission for your child to provide feedback**

Dear parents,

To safeguard and improve the quality of our work, we offer participants the opportunity to provide feedback at the end of our exchange. To do this, we use the online tool "i-EVAL", where respondents answer questions via an online platform, for instance about the group's experience, but also about their personal background (age, type of school, family, etc.). The team in charge of the youth exchange can access the aggregated results directly. The data is also evaluated nationally and internationally. **The data collected is not personal in nature; none of the responses can be traced back to individual persons.** The data is stored on a German server and compliance with all legal requirements is guaranteed. The director of the research network for the evaluation of youth camps (“Freizeitenevaluation”) Prof. Dr Wolfgang Ilg from Evangelische Hochschule Ludwigsburg, is responsible for data collection. Contact details, questionnaires and additional information are available at [www.freizeitenevaluation.de](http://www.freizeitenevaluation.de). Participation in the questionnaire is not mandatory. If you do not agree to your child taking part in it, you can inform the team in charge of the activity (even after you have already given consent), or simply instruct your child not to take part. Participation is always voluntary.

Parental consent must be obtained if participants are under the age of 14.

**Please sign the consent form below and hand it to your son/daughter.**

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I allow my son/daughter

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Name of your son/daughter

to take part in the i-EVAL feedback survey.

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