



## MSU Extension Program Participant Form Sample Script for Staff

The collection of demographic data from program participants is an important and mandated aspect of all Michigan State University Extension programming staff. Below please find a sample script that you can use as a guide when distributing and collecting the demographic data collection forms.

### Sample Script:

Thank you for participating in today's program. In just a minute, I will be passing out our MSU Extension Program Participant form. Please take a few minutes to help us by sharing some information about yourself. The form asks you to provide your race, ethnicity, gender and your county of residence. By answering the questions on the form, you help us to provide a snapshot of who participated in our program, support our commitment to providing programs to all segments of our community and help us to maintain continued funding for programs like the one you participated in today.

Providing this information is **voluntary**. The information that you provide will not be used in any way to identify you personally but rather as a member of a group that participated in this program. These forms will be kept separate from any other information related to the program you are participating and only the race, gender, and ethnicity data will be shared with the United State Department of Agriculture as part of our Civil Rights requirements. You can fill the form out completely or choose to respond to different sections at your discretion.

We appreciate your participation in filling out this form. I am available to answer any questions or concerns that you might have.