Dear Recording Clerk,

Thank you for your important role in the work of deepening our commitment to equity and community! We’ve heard from meetings and recorders that they would like a sample tool for collecting the information on the Community Statistics Form and are happy to present one. Please find below a sample survey tool that can be used to connect with and learn more about your fellow members, attenders, and seekers. There is also a sample statement if you need ideas for how to introduce such a tool.

Please look at this tool as a menu. It is compiled from local meeting feedback as well as surveys from other faith communities. While it includes a number of potential questions local meetings might be interested in investigating, **the information about age and racial/ethnic identity are the only two pieces of information specifically requested by the Yearly Meeting.** You are not required to use this tool and/or are free to adjust it to fit your needs as long as the information listed on the Community Statistics Form is collected. **BYM *does not* need the individual surveys submitted, only the final Community Statistic Form.**

Please find below some best practices we have compiled. There and also notes for recording clerks on the document itself. These can be removed for actual use. Also see Survey FAQs for further information on the practical and philosophical aspects of the survey.

Tips and Best Practices:

* Please include at least a few sentences about why we are collecting this information and what will be done with it (suggested language is below). When that information is not made readily available to everyone, Friends are tempted to guess what our motivations might be and this can build anxiety.
* Including questions about identity with questions on other important topics can let folks know that the meeting is interested in many aspects of their experience not *just* racial/ethnic and age identity. This can help avoid tokenization.
* That said: Keep your survey short! (5-10 questions is about the limit of most people’s attention).
* While this can be sent or emailed out, giving it in person has a *much* higher return rate and may take less work to gather. You might want to hand it out at the close of meeting a couple of weeks in a row. You can always follow up with a remote version for those who aren’t present if capacity allows.
* Please make sure people know that their response is both very important (it will help the yearly meeting take important steps toward living into our values) and optional (no one is required to share information they are not comfortable with).

Thank you for all you do. The spiritual practice of reflecting on and growing our community in this way truly cannot be done without you!

Sincerely,

Dyresha Harris, Outreach and Inclusion Coordinator

Introduction for Sample Survey: to be printed, sent out, or shared verbally

Thanks so much for your presence at \_\_\_\_\_\_ Meeting! We are excited to have you as part of our community and want to get to know a little bit more about you and your life. This information helps our monthly meeting and the Baltimore Yearly Meeting that we are a part of develop relevant programs, training opportunities, and support systems for the meeting. It also helps us remain faithful to our goals around being an inclusive, diverse, and equitable community. Whether a life-time member or first time visitor, your perspective is important and we want to make sure it is included.

To that end, we are asking you to complete this survey. It should take about 10 minutes or less and no personal information will be shared outside of the Recorder (person tallying responses), unless you specifically ask to be contacted about something you wrote. Some of the information may be shared in aggregate (recording the number of people who responded a particular way, but not who said what) with the broader Baltimore Yearly Meeting as part of the Growing Diverse Leadership Initiative. For more information on the GDLI or other programs of the Yearly Meeting, see their website at [www.bym-rsf.org](http://www.bym-rsf.org). There you will find FAQs about information collected and more details about new efforts to deepen our commitment to community and equality.

Please hand all forms in to \_\_\_\_\_ when you are done. OR Please submit all forms to \_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Member/Attender Survey Name (optional)\_\_\_\_\_\_\_\_\_\_\_\_

Thanks so much for your presence at \_\_\_\_\_\_ Meeting! We are excited to have you as part of our community and want to get to know a little bit more about you and your life. This information helps our monthly meeting develop relevant programs, training opportunities, and support systems for the meeting. It also helps us remain faithful to our goals around being an inclusive, diverse, and equitable community. Please fill out one sheet per person.

**Any and all questions are optional.**

We will be handing out this survey form for the next two weeks so everyone can have a chance to participate, but **you only need to fill this form out one time.**

**Please circle what best applies:**

**Have you filled out this form already this year?**

* Yes (You don’t need to fill out again)
* No (Please, continue!)

**Membership Status:**

* Member
* Regular Attendee
* Periodic Attendee
* Guest

**Attendance:**

* Over 75% of Sundays
* 50-75% of Sundays
* 25-50% of Sundays
* 0-25% of Sundays

**In a few sentences please let us know the most significant factors for which you ARE or ARE NOT a regular attender. All feedback is welcome!**

**Do you participate in any other organized Quaker communities or activity such as Yearly Meeting activities, worship groups, schools, camps, or advocacy programs? If so, please list.**

* Yes, I regularly participate in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I am trying out\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Nope, not right now.

**Age bracket:**

* Pre-school
* K-2nd Grade
* 3rd Grade
* 4-5th Grade
* 6-8 Grade
* 9-12 Grade
* 18-25 years old (post High School)
* 26-30 years old
* 31-35 years old
* 36-40 years old
* 41-55 years old
* 56-70 years old
* Over 70 years old

OR

**Date of Birth** (alternatively you can just include the year if you prefer) **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Racial/Ethnic Identity** (While we recognize that everyone is more than just their racial or ethnic identity, this helps us get a fuller picture of who is in our community.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

**Racial/Ethnic Identity** (While we recognize that everyone is more than just their racial or ethnic identity, this helps us get a fuller picture of who is in our community. The spaces allow you to add more detail such as tribe, country of ancestry, or other preferred term if desired.)

* White, Caucasian, or European American \_\_\_\_\_\_\_\_\_
* Black, African, or African American \_\_\_\_\_\_\_\_\_
* American Indian, Native American, Indigenous, or Alaskan Native \_\_\_\_\_\_\_\_\_
* Asian, Asian-American, or Pacific Islander (including Indian subcontinent)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hispanic, Latino(a)(x), or Chicano(a)(x), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Arab-American, Middle-Eastern, or North African\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Multiracial, or Multi-heritage(more than one of the above)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* A racial/ethnic identity not here listed\_\_\_\_\_\_\_\_\_\_\_\_

OR

If any one of the following words or phrases best describes your racial identity, please write in that word or phrase: White, Caucasian, European-American, Black, African, African-American, American Indian, Native American, Indigenous, Alaska Native, Asian, Asian, Asian-American, Pacific Islander, Hispanic, Latino(a)(x), Chicano(a)(x), Arab-American, Middle-Eastern, North African, Multiracial, or Multi-heritage. If none of these words or phrases fits, then please write in how you characterize your racial or ethnic identity.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a parent, guardian, or other care-giver of children? If so, what are their ages? Please list.:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work/Life Status** (Working, retired, undergraduate student, grad student, stay at home parent, etc…)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you participating in and/or interested in learning more about any form of leadership in the meeting? If so, in what areas:**

* Participating in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Interested in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not at this time

**Overall I am satisfied with my experience at this meeting.**

Disagree 1 2 3 4 5 Agree

Anything you would like to share about the reason for your response above:

**Overall, I feel I have a good understanding of the mission and vision of this meeting.**

Disagree 1 2 3 4 5 Agree

Anything you would like to share about the reason for your response above:

**People at this meeting care about its members and attenders.**

Disagree 1 2 3 4 5 Agree

Anything you would like to share about the reason for your response above:

**This meeting is welcoming to visitors and new attenders.**

Disagree 1 2 3 4 5 Agree

Anything you would like to share about the reason for your response above:

**At this meeting I am provided opportunities for spiritual growth and leadership**

Disagree 1 2 3 4 5 Agree

Anything you would like to share about the reason for your response above:

**Would you like someone to follow up with you about anything on this survey or other aspects of the meeting or the Religious Society of Friends that were not discussed here? (If so, please include your name.)**

* Yes, please! I’d like to talk more about\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, thanks. I’m good for now!