

# USER GUIDE

## Citygate Network's 2019 Snapshot Survey

This **Snapshot Survey User Guide** is designed to help clarify some survey questions and how to complete the forms. **Remember that the purpose of the survey is to provide demographic information about individuals being served by missions and like-minded ministries across the country in a single day. It is not designed to assess the viability of your local organization. Please be as complete and accurate as possible.**

Please use the Facilitator's Survey Form at all check-in desks in your men's, women's, family, and other facilities, as well as in any residential or sheltering programs, **on one day February 1–21**. Make copies of the form so that each area of or entry point to your mission has one. Please ask those you serve each question on the form and tally their responses. Place a mark using counting marks in each applicable category (e.g. ~~||||~~ ~~||||~~ ~~||||~~) to obtain a total count in each category at the end of the 24-hour day. Space limitations might require you to use multiple copies of the Facilitator's Form to compile an accurate tally of the day. In each category, report the actual numbers of individuals you survey (not percentages).

This year, we have added an option on the Facilitator's Form for when guests do not provide an answer. While we would like to obtain answers from all individuals on every question, some guests might not be comfortable answering certain questions (in spite of assurances that no individual data is ever used for any reason). Please attempt to get answers on every question; of course, do not force any guests to answer. We have also included a TOTAL field for each question. Unless otherwise noted, the TOTAL number for each question should equal the total number of individuals surveyed and in Question 1 (answer 1e).

Here are some FAQs about the survey:

Question	Notes/Tips
1	This question now allows individuals to answer if they do not identify as male or female, and further allows them to specify how they do identify their gender.
2	Most states do not permit direct questioning of minors. Complete the survey with information from each adult individual you interview. You'll provide information about family structure and number of family units and children in Question 7.
6	Number of individuals using your facility who are veterans: 6a + 6b should equal 1a (males) 6c + 6d should equal 1b (females)
7	We want to know about your ministry to families. In Question 7, note if the surveyed individual is single, one member of a couple, a single parent with children, or an intact family. Then, list the number of children in that person's family (if applicable) that your mission is serving (which might not be the same as the number of children that person has).
8–16	List only responses actually given to you by each guest or program participant (do not include answers that those being surveyed give for other members of their families).
17	List any individuals using the mission facilities whose responses were not included in any other part of the survey.

One individual in your mission/ministry should tally counts from all Facilitator Forms on the Final Tally Form and submit **only one** reply by **Friday, March 1**. Submit your results online at <https://www.surveymonkey.com/r/CitygateSnapshot19>. Be sure to include the name and address of the mission, as well as the contact's phone number and email in case we have questions. If you are unable to access the online results form, please fax or scan and email the Final Tally Form to the association office. We will send you your local results along with the association-wide figures when the count is complete and numbers have been tabulated.

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