

Needs Assessment Sample Questions for Online Format

You should always ask a few questions that tell you who your audience is
Your questions should be the answers you want to plan your upcoming year
Keep it short – 10 questions



Start with a Good Intro

- Please submit feedback regarding the PTSA programs and supports that we offer to the _____ Community. Thank you for your help!!!!

General Questions

- Are you a PTA member?
- Are you a parent, teacher, students, administrator, other?

Teachers and Staff Programs

- Below is a list of the programs and supports PTSA offers Teachers and Staff. Tell us the order of importance these programs are to you. (Then list all the programs/events your PTA sponsors for Staff – Teacher Grants, Teacher Appreciation, Dinner during Parent/Teacher Conferences, Teacher Birthdays, Field Trips, etc)
- What 1 program would you not want us to cut? (Then list all the programs/events your PTA sponsors for Staff – Teacher Grants, Teacher Appreciation, Dinner during Parent/Teacher Conferences, Teacher Birthdays, Field Trips, etc)
- Would you prefer to have Teacher Appreciation just one week, over a couple of weeks in May or once a month?
- We are thinking about adding a store online to order Spiritwear (hoodies, t-shirts, Beanies, scarfs, hats & pom-poms). Would you buy Items if they were available and affordable?
- Is there something we could do better or that would support Teachers and Staff better? (short answer- fill in the blank)

Students and Families Programs and Events

- Below is a list of the programs and supports PTA offers Teachers and Staff. Tell us how important these programs are to you. (This would be a Multi Choice Grid – The rows the Teachers programs you host and the column a list like: Most Important, Important, Least Important, What is this, I don't care. Then each row or program would be rated on the scale)
- These are programs that PTA offers that benefit the students and their families. Check all that we should continue to support as a PTSA or check the 5 most important programs to your family. (This would be a check box question and you would like all of your programs for students and families. If you have a lot you could break this into 2 questions – 1 for programs during the school day and 1 for anything not in school hours.)
- If we offered a PTA meeting in the Evening that included a small piece of PTA business and then a parent informational meeting, would you attend? (yes, no, maybe depending on topic)
- There are many issues that our children and families face today. If PTA offered a Parent Information Night, which topic would you be most likely to attend and want more information about? (list topics that are “hot” in your community. Ideas include: Digital Citizenship/Internet Safety, Mental Health Awareness and QPR Training, Youth Smoking and Vaping, etc)
- Our PTA always wants to improve and do better to support the community. Is there something we could be doing better? (Short Answer – Fill in the blank)
- Is there a program that you thing we should be doing but we are not? List program and give an explanation of what it is. (Short Answer – Fill in the blank)

Continue or Change Fundraiser

- We do _____ for our fundraiser. It has been successful for _____ years. Should we continue with this fundraiser. (yes, no, maybe and then follow up with a why or why not question)
- We are looking for a new fundraiser. What suggestion would you have on a great fundraiser? Please provide name of fundraiser and any other info you can share. (Short Answer – fill in the blank)

What Form of Communication is Best

- What is the best way to communication with you? (Then list the different ways you are willing to communicate with them – Newsletter, Email, memberhub, social media, group texting app, etc)
- If we did a newsletter, how would you like to receive it? (Paper, email, memberhub, website, blog)
- How often would you like to see a newsletter from the PTA? (monthly, weekly, other)

Are You Willing to Volunteer or Help

Often a separate form with a list of chairman and committees with a description is best to get the most volunteers, but sometimes just a quick question will grab people you normally would not get.

- Would you like to be on our general volunteer email list? This list is used anytime we need extra help with a program or event. You can say yes or no! If you would like to be on this list, please give us your name, email and texting number.
- Would you like to volunteer to be a chairman of a PTA committee next year? If yes, please list your name, email and phone number so that we can send you more information.

End with a Thank You

- Thank you for taking our needs assessment. Your input will help us determine what is important and how to plan our PTA year. We will announce the results soon.

For more information about Needs Assessments, please see the Utah PTA President's Handbook, section 2, Presidents Tools.

You can also find information on
www.utahpta.org > Leadership Tab > Director of Leadership > Needs Assessments