

## IRB Application

**Study Title:** Boys & Girls Club Alumni Survey

**Principal Investigator:**

Jen Schanen, MSW

*Lecturer, BSW Field Coordinator*

UWGB Social Work Professional Programs

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## Institutional Review Board (IRB) Application: Research Involving Human Subjects

### INSTRUCTIONS

All submissions ***must be electronic*** unless pre-approved by the IRB chair. If you are having difficulties with the electronic form, please contact the IRB chair. Once complete, email the entire proposal as a PDF file to [irb@uwgb.edu](mailto:irb@uwgb.edu) and the IRB Chair. The PI must submit this protocol and all correspondence will take place with the PI. The proposal must be sent as **one** complete document. Please include all relevant forms as well as the IRB certifications and signatures of all investigators involved.

### PART I: PROJECT INFORMATION

#### A. Research Project Information

Study Title: Boys & Girls Club Alumni Survey

Date Submitted: October 9, 2017

Estimated Start Date: October 23, 2017 (or upon approval)

*Note: Please allow at least 14 days for exempt or expedited review. Protocols requiring approval from the full board will be reviewed at the next scheduled meeting.*

Estimated Completion Date: May, 2018

*Note: Projects continuing for longer than one year will require an Extension Form and Annual Progress Report.*

#### B. Principal Investigator (PI)\*

*\*please note this cannot be a student*

Name: Jennifer Schanen

Email: [schanenj@uwgb.edu](mailto:schanenj@uwgb.edu)

Program/Unit: Social Work

Phone: (920) 465 - 2867

Status:  Full-time Faculty Member

Administrator/Staff Member

Full-time Lecturer

Other, please explain:

Was this proposal primarily prepared by a student-investigator(s)?  Yes

No

If so, did you (as PI), review and/or edit the document to assure that it contains the required information as requested by the IRB?  N/A

Yes

No

#### C. Determination of Risk/Review Status

For a description of these categories, please review the IRB Policies and Procedures Manual on the IRB website.

Full Board Review – requires full IRB approval – requires a progress report.

Expedited Review – can be reviewed by any member of the IRB – requires a progress report.




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Exempt - can be reviewed by any member of the IRB – does NOT require a progress report.

*Exempt status means that once approved the proposal is exempt from any further IRB review.*

## D. Signatures

NAME	SIGNATURE	EMAIL
<b>(PI):</b> <b>Jennifer Schanen</b>	 <input type="checkbox"/> Electronic Signature	schanenj@uwgb.edu
<b>(See next page for student researcher signatures)</b>	<input type="checkbox"/> Electronic Signature	
	<input type="checkbox"/> Electronic Signature	
	<input type="checkbox"/> Electronic Signature	
	<input type="checkbox"/> Electronic Signature	
	<input type="checkbox"/> Electronic Signature	
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	<input type="checkbox"/> Electronic Signature	
	<input type="checkbox"/> Electronic Signature	

Please check “Electronic Signature” box if you are submitting an electronic signature.

Part III, A6: Co-Investigator Signatures

Co-Investigators  
Program Evaluation I Students

Student Name	Student Email	Student Signature
Autumn Alekna	alekal28@uwgb.edu	Autumn Alekna
Natasha Ales	alesnm21@uwgb.edu	Natasha Ales
Chloe Anderson	andecd32@uwgb.edu	Chloe Anderson
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Rechel Beilfuss	beilrm28@uwgb.edu	Rechel Beilfuss
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PhaNhia Yang	yangp33@uwgb.edu	PhaNhia Yang



## PART II: PROJECT NARRATIVE

### A. Purpose and Significance of the Project

Provide a brief background statement and describe the purpose of the research project and the importance of the knowledge to be gained from it. Include several citations from literature to establish a research history (please provide citations/references).

UW-Green Bay (UWGB) Social Work students in SOC WORK 461: Program Evaluation I and principal investigator (PI), Jen Schanen, will partner with community organization, the Boys & Girls Club of Greater Green Bay, to conduct this research project.

The purpose of this research project is to measure outcomes of Boys & Girls Club alumni, and to evaluate the Teens2Work (T2W) program of the Boys & Girls Club for successes and areas of improvement. The T2W program “equips teens ages 14-18 with real world skills and hands on experience” in order to be successful in the workforce (Boys & Girls Club of Greater Green Bay, 2017). All Boys & Girls Club alumni over age 18 will be eligible to participate in the research, and T2W graduates will be compared to alumni who did not complete the T2W program.

The T2W program helps to mitigate the potential for disconnected youth. Disconnected youth are teenagers and young adults between the ages of 16 and 24 who are neither working nor in school (Youth Disconnected in America, 2017). In Brown County, Wisconsin, 10.9% percent of youth are disconnected (Youth Disconnected in America, 2017). Even though there have been policies and programs nation-wide dedicated to the connection of disconnected youth, it still remains a considerable issue in America (Bray, Depro, McMahon, Siegle & Mobley, 2016).

We propose to conduct surveys administered in person to alumni of Boys & Girls Club of Greater Green Bay. The surveys will be administered on November 11th, 2017 and November 18th, 2017 at two Boys & Girls Club Reunion Events. The surveys will collect information about alumni demographics, finances, job and career readiness and their opinions of the T2W program.

This research is significant for Boys & Girls Club of Greater Green Bay and the T2W program because the knowledge gained will help justify the funding spent on the T2W program and help make the program attractive to potential funders. This research is also significant for the Boys & Girls Club because the knowledge gained will help determine where Boys & Girls Club program focus may lie in the future, and evaluate the impact of its work to date.

Boys & Girls Club of Greater Green Bay. (2017). Teens 2 Work Evaluation Course. Unpublished manuscript

Bray, J., Depro, B., McMahon, D., Siegle, M., & Mobley, L. (2016). Disconnected Geography: A Spatial Analysis of Disconnected Youth in the United States. *Journal Of Labor Research*, 37(3), 317-342. doi:10.1007/s12122-016-9228-1

Youth Disconnection in America. (2017). Retrieved September 19, 2017, from <http://www.measureofamerica.org/DY2017/>

### B. Participants in the Project

1. Identify all participant groups (e.g. teacher, elementary school students, administrators, patients, etc.).

The participants for this study are alumni of Boys & Girls Club of Greater Green Bay who are now age 18 and over. The Boys & Girls Club will invite Boys & Girls Club of Greater Green Bay alumni to



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voluntarily take part in the survey on November 11th, 2017 and November 18th, 2017 at the Reunion Events held at the Boys & Girls Clubs of Greater Green Bay. There are two Boys & Girls Club sites located on the East and West sides of Green Bay, and each will hold one Reunion Event. The surveys will be administered at both locations.

2. Describe the basic characteristics of potential participants, (e.g. college students, administrators, clients, etc. and the anticipated number of participants, age range, gender, racial/ethnic background).

The participants will be alumni of Boys & Girls Club of Greater Green Bay ages 18 and over. Since 2009, over 700 Boys & Girls Club participants have completed the T2W program. In general, the Boys & Girls Club serves a population that is 35% African American, 17% Hispanic/Latino, 5% Asian, 6% Native American, 25% Caucasian, and 13% multi-racial. However, there is little ability to predict the number or demographic makeup of participants that will take the survey, as there is no way to predict how many Boys & Girls Club of Greater Green Bay alumni will attend the events. No exclusion will be made based on sex, race, ethnic group, religion, gender, or any other personally identifying characteristics. In order to provide legal consent, participants will self-report to be age 18 or older.

3. Describe any special criteria for including or excluding individuals from participation and justify those criteria; example: including only individuals with hypertension as that is pertinent to the intervention to address hypertension.

The Boys & Girls Club alumni are the demographic for this study because the T2W program requires that participants are a part of the Boys & Girls Club. Also, participants under the age of 18 will be excluded, because they will not be able to provide informed consent. Since the survey will be administered partially orally and partially online, survey participants will need to be able to read and speak in English.

4. If a requirement of the research is that the participants are to be in good mental or physical health, indicate who will determine and how.

We will be unaware of the particular mental or physical health of the participants. Participants will only be required to complete an in-person survey administered orally and online, to participate.

5. If the participants are minors, mentally incompetent, or legally restricted groups, give an explanation as to the necessity for using these particular groups (please note that the research with any of these groups requires Full Board Review).

This project does not include minors, mentally incompetent participants, or legally restricted groups to our knowledge.

6. Indicate the total amount time required of each participant. If you will be using multiple instruments/procedures, state the amount of time required for each instrument/procedure.

The survey that the participants will be taking will take approximately 10-45 minutes.

7. If you will reward (e.g., provide money, extra credit, gift, etc.) participants, indicate the type of reward, when participants will receive the payment, and whether or not your participants will receive the payment if they drop out of the study. In case of course credit(s), indicate how students who do not participate will be able to earn equal credit.

Individuals who choose to participate in the survey will be given a raffle ticket to put into a raffle basket of their choice for a random drawing for an incentive. These incentives may include gift certificates to local businesses and small items, such as coffee mugs and frisbees and will not exceed a value of \$35. Any incentives received after IRB approval will also be under the \$35 value. Participants who choose to



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discontinue participation in the survey at any point through completion will still be eligible for the random drawing.

Participants will supply their name and phone number for the random drawing, and this name and phone number card will not be associated with their survey data in any way. Upon completion of administration of the surveys at both Boys & Girls Club locations, the PI will conduct the random drawing for incentives. Students and the Boys & Girls Club will coordinate the delivery of incentives to winning participants and they will either pick them up at their leisure or will be delivered by workers of the Boys & Girls Club.

## **C. Methodology**

1. Describe all the procedures used to identify, recruit subjects. Include who will make contact, how the contract will be made, and how subjects will be enrolled in the study.

To begin to recruit our subjects, UWGB students will contact Stephanie Nespoli, the director of communications and development at Boys & Girls Club of the Greater Green Bay area. Students will email Stephanie a variety of recruitment materials including scripts for social media posts, a Facebook event, and an email message. Stephanie will share this material with Boys & Girls Club staff, who will use it to communicate with alumni. Boys and Girls Club staff will use these scripts get a variety of social media posts out to Alumni. These posts will be sent out every Monday and Friday leading to the data collection dates. In addition to these posts, a Facebook event will be created using the script, by a Boys and Girls Club staff member, so that Boys & Girls Club staff can share this event with alumni. Students have also created posters about the Reunion Events and surveys, which will be hung at both Club locations. Students will paint windows at both Club locations about the Reunion Events and surveys. These recruitment procedures will only be followed after receiving approval from the UWGB Institutional Review Board.

Boys & Girls Club alumni will voluntarily attend either Reunion Event/data collection date, November 11th, 2017 or November 18th, 2017. The times that they can attend are from 10 a.m. to 6 p.m.

The Reunion Events/data collection sites include:

Saturday November 11, 2017

Boys & Girls Club of Greater Green Bay

1451 University Ave Green Bay WI 54302

Saturday November 18, 2017

Boys & Girls Club of Greater Green Bay

311 S Oneida Street Green Bay WI 54303

During the Reunion Events, participants will be able to participate in the survey. Student researchers will verbally invite them to take part in the study. Participants will visit a table, and receive the informed consent document. Subjects will be enrolled in the study when they indicate their informed consent and fill out any part of the survey.

2. Describe what constitutes data (quantitative or qualitative) for this research.



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Our research will be both quantitative and qualitative. The Boys & Girls Club of Greater Green Bay hopes to collect descriptive information regarding the past outcomes of the T2W program as well as the role Boys & Girls Club of Greater Green Bay has played in the lives of their alumni.

The survey will be voluntary. The survey will include questions about the T2W program, employment skills, finance skills, educational attainment, family history of employment, finance, career goals, managing emotions, self-monitoring, and interactions with supervisors. Responses from the survey will be both open-ended and closed-ended questions, and therefore data will be quantitative and qualitative.

3. Describe what participants will be asked to do, e.g., interventions, educational programs, testing, observation, interviews, or laboratory procedures.

Participants will first have to fill out an informed consent form before taking the survey. UWGB Social Work Students will verbally invite Boys & Girls Club alumni at the Reunion Events to participate in a survey regarding their experiences at the Boys & Girls Club and/or T2W Program. Student researchers will smile and act invitingly to passersby at the Reunion Events, but will not follow or pressure people into participating in any way.

Participants who give their informed consent will also be invited to separately provide their name and phone number on a raffle ticket to be entered into a random drawing for an incentive. In addition to the informed consent document, participants will be verbally informed that they are free to skip questions and/or discontinue taking the survey at any time and will still be eligible to provide this information to be entered into random drawing.

Participants will then meet with two student researchers to take the survey. One student researcher will ask the questions in Part I of the survey, and the other student will record the participant's answers in Qualtrics on a computer. The participant will respond to the questions in Part II of the survey independently, at the computer. Student researchers will be present to answer any questions the participant may have at this time, but will not read the responses that the participant enters during Part II of the survey.

4. Indicate any personnel who will be involved in the research process, e.g., those who will be present during a participants' participation, those involved in analyzing the data. State the qualifications (must be IRB certified) and roles of all personnel.

The personnel involved in collecting and analyzing the data are senior UWGB Bachelor of Social Work (BSW) students in SOC WORK 461: Program Evaluation I, and Jen Schanen, full time lecturer and BSW Field Coordinator. Boys & Girls Club of Greater Green Bay team members have helped coordinate the Reunion Events.

Jen Schanen holds a Master's of Social Work degree from UWGB. Schanen has program evaluation experience.

All of the senior BSW students in SOC WORK 461: Program Evaluation I and the PI have completed the National Institute of Health (NIH) or Collaborative Institutional Training Initiative (CITI) web-based training on Protecting Human Research Participants. Students will receive training on the informed consent procedures, random incentive drawing procedures, and survey procedures from the PI. Students will conduct the surveys and analyze the data as a means of gaining hands-on experience in social research. These students are all aspiring social workers.

5. If the project involves invasive medical procedures and/or stress testing, please indicate the qualifications of the person(s) performing the procedure.





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This project will not include any invasive medical procedures and/or stress testing.

6. Indicate the location(s) where the research will take place, e.g., UWGB, in participants' homes, the Brown County Library, etc.

All research will take place at either the Boys & Girls Club on the west side of Green Bay located at:

311 South Onieda Street

Green Bay WI, 54303

or

the Boys & Girls Club on the east side of Green Bay located at:

1451 University Avenue

Green Bay WI, 54303

After the data collection stage, all analysis will be conducted at the University of Wisconsin-Green Bay.

7. If you are using an online survey (such as Qualtrics) you must provide a pdf of the survey. Please append to the end of this document. Additionally, please provide the link here.

[https://qtrial2017q3az1.az1.qualtrics.com/jfe/form/SV\\_559hjpTG4ASkIzH](https://qtrial2017q3az1.az1.qualtrics.com/jfe/form/SV_559hjpTG4ASkIzH)

## **D. Risks to Participants**

1. Describe, in detail, any risks you foresee (physical, emotional, psychological, social, legal, economic, etc.).

With this research we do not anticipate any risks more than minimal. The interview will consist of asking about participant's history involving schooling, finances, job and career experiences, and family situations. Participants may experience minor emotional discomfort due to reflecting on these topics. Participants will have the right to refuse any questions they do not feel comfortable answering. Participants names will not be associated with their data in any way.

2. If more than minimal risk, provide the rationale for the necessity of such risks, i.e., why the value of the information to be gained outweighs the risk involved.

The information gained from this study will help further improve the T2W Program in how the program is taught or how it can be expanded in the future, based on the data collected. Any risk that is present will help the Boys & Girls Club enhance the T2W Program for future participants. Questions about finances and living arrangements are important to the research because they will provide insight into how T2W helps prepare young people for adulthood. Additionally, it will allow us to know if the participants in the current study are or are not representative of the overall pool of Boys & Girls Club alumni. Lastly, Boys & Girls Club will be better able to speak to their funders and stakeholders about the results of the study if these questions are included.

3. If more than minimal risk, describe what actions that will be taken to minimize the risk(s).

We believe that there is no more than minimal risk in participating in this research.

4. If you will utilize deception (of any kind) in gathering your data, justify and support the use of deception AND provide a detailed description of the debriefing process used to explain the deception and the rationale for using it.

There will be no deception used in this research.



### E. Safeguarding the Participants

1. Collection of information can identify or potentially identify individual participants through surveys, interviews, or tests (including demographic data)? If YES, please explain & justify.

No       Yes, Explain: Demographic information collected will include age, race, gender, employment status, homelessness history, current housing, and educational background. All data will be reported on in aggregate form so that responses are unable to be linked to a particular participant or their demographic data.

2. Will archival data containing identifying information or codes that could be linked to individuals be used? If YES, please explain and justify.

No       Yes, Explain:

3. Will information be gathered or recorded in such a manner that participants can be identified, either directly or through identifiers linked to them? If YES, please explain and justify.

No       Yes, Explain: Demographic information collected will include age, race, gender, employment status, homelessness history, current housing, and educational background. All data will be reported on in aggregate form so that responses are unable to be linked to a particular participant or their demographic data.

4. Explain how and where you will store the data and who will have access to it. FYI – it is not necessary to destroy data. Note that electronic storage MUST be password protected.

During the survey, students researchers, as well as participants, will record survey answers and data in an online password-protected Qualtrics database. Only the PI and student researchers will have access to the data once it is in the online password-protected Qualtrics database.

5. Describe specific procedures you will use to safeguard participants' data from unauthorized access.

The surveys will be conducted by students who have completed the National Institute of Health or Collaborative Institutional Training Initiative research training. Once the surveys are collected from the participants at the Boys and Girls Club locations, the surveys will be password protected via a Qualtrics survey database and will only be accessible to the PI and student researchers identified in this proposal. After the data is entered into the Qualtrics password protected database system, the researchers will review the data given by participants and enter data into SPSS (a data analysis system, also password protected) to analyze the results from the survey. The informed consent document will inform participants that their data will be used for research purposes only, and that their answers will be reported in aggregate fashion.

6. If applicable, explain how you will link the data to participants during your study.

The data will not be linked to particular participants during the study.

7. State what you will do with the information obtained from the study (participants), e.g., use aggregate data to publish in a scientific journal, present at a conference.

Students will utilize the data to complete research papers in the spring SOC WORK 463: Program Evaluation II course. Students will present the aggregate results to Boys and Girls Club of Greater Green Bay representatives in a presentation at UW-Green Bay during the spring 2018 academic semester. Boys & Girls Club of Greater Green Bay staff members may invite students to present data in the community. Students and/or the PI may travel to conferences to present aggregate findings or may work to publish



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papers including aggregate findings in a scientific journal. Students and/or the PI will gain permission from Boys & Girls Club of Greater Green Bay before such conference presentations or papers for publication are created or released at any point.

8. Describe which elements of your project might be openly accessible to other agencies or appear in publications.

Quantitative results will be reported in aggregate fashion. Qualitative results will be reported on thematically with supporting examples. No identifiers will accompany any participants' specific response. Aggregate results will be accessible to Boys and Girls Club of Greater Green Bay staff, partners, participants, and the community. Results may be reported as research papers compiled by students, as posters, or oral presentations. Raw data, not including any participant names or contact information, will be returned to the Boys & Girls Club.

## **F. Benefits to Participants**

Describe any potential benefits of participation (to participants, to society, and/or to a particular field of study) and evaluate the risk-benefit ratio of participation in the project, e.g., ERLP credit, gift card, etc.

We do not believe that the potential risks to participants will outweigh the potential benefits of this research. The benefit of obtaining data from this research will allow for future improvement of the T2W Program. The data obtained will describe outcomes of Boys & Girls Club alumni, and narrow down what portions of the program need further improvement and what works well.

Potential benefits to participants include feelings of wellbeing and pride from being able to provide feedback to improve services at the Boys & Girls Club. The participants will receive small gifts, (ex: coffee mugs, frisbees, pens) and be entered in a random drawing which will consist of goods no more than \$35 dollars in value. These gifts are not large enough in value to be enough to coerce participants.

## **G. Cooperating Institutions**

If applicable, please provide information about any cooperating institutions (hospitals, prisons, social welfare agencies, etc.) that are involved in the project. Include information about the subjects and/or researchers' affiliation with the institution(s). Provide a copy of the affiliation (agreement) letter. The affiliation letter(s) should be written by a supervisor at the particular agency and serve as evidence that the primary investigator has been given permission to conduct research at the institution. You may NOT begin participant recruitment or data collection until you have submitted the signed affiliation letter(s) to the IRB.

The Greater Green Bay Boys & Girls Club is the cooperating institution in this project. A signed letter of affiliation is attached.

If applicable, signed affiliation letter(s) are attached.



H. Special Considerations

Does your research involve:

YES NO

1. Use of instructional strategies that are NOT commonly used and well accepted, or the addition of assessment procedures that are NOT routinely used in established or commonly accepted educational settings? If YES, please explain and justify.

2. Inclusion of questions about topics that the participant might consider sensitive or personal (e.g., questions about ethical or religious beliefs, questions about (intimate) relationships, questions about health status, health practices, or medical history, etc.). If YES, please explain and justify.

The survey includes questions regarding personal lived experiences which may be sensitive to some participants. These include questions about homelessness, living arrangements, income, and finances.

These questions are important to the research because they will provide insight into how T2W helps young people prepare for the financial responsibilities of independent adulthood. These questions will also allow Boys & Girls Club to carefully consider which portions of the T2W Program may need to be emphasized or reconsidered, as well as to communicate participant needs to funders.

Participants will be allowed to discontinue participation at any time during the survey if they become uncomfortable, and will still be eligible to be entered for the incentive. Additionally, student interviewers will provide contact information for 211, a United Way community support and referral resource, if any participants become concerned or request support.

3. Placing the participants at risk of criminal or civil liability or damaging the subjects' financial standing, employability, or reputation if their responses were to be were to be disclosed outside of the research project? If YES, please explain and justify.

4. Any procedures that could impose stress or expose participants to risks beyond what they encounter in everyday life? If YES, please explain and justify.

5. Use or presentation of materials that might be considered to be offensive, threatening, or degrading? If YES, please explain and justify.

6. Risk of physical injury or discomfort to participants, including physical exertion beyond normal activity? If YES, please explain and justify.

7. Manipulation of physiological requirements (nutrition, sleep, etc.) or of ethically sensitive psychological and social variables (sensory deprivation, isolation, stress, self-esteem)? If YES, please explain and justify.



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8. Participants taking internally, or having applied externally, any substances, drugs, or other controlled substances? If YES, please explain and justify.

9. Collection and/or removal of any fluids or tissue from participants? If YES, please explain and justify.

10. Use of participants with whom the researcher has another relationship (e.g. administrator-teacher, teacher-student, psychotherapist-client, supervisor-employee, nurse-patient, professional-client, parole officer-parolee, etc.)? If YES, please explain and justify.

Two student researchers have worked or currently work at the East Side Boys & Girls Club, and thus may know some potential survey participants. To mitigate any conflict of interest, these two student researchers will only attend the survey event held at the West Side Boys & Girls Club. These student researchers will not conduct surveys with participants who they know previously through their employment.

These student researchers should not have current relationships with any survey participants, because no survey participants will be current Club members, as they must be alumni in order to participate in the survey. Participants will acknowledge that they are alumni when they initial the informed consent.

11. Access to health care records, legal records, or educational records.

12. Photographing, videotaping, or audiotaping **participants** and/or individuals who will serve as **models** (actors) in the research?

13. A Quality Improvement Project?

## PART III: DOCUMENTATION

### A. Documentation Needed for ALL Proposals

Check if attached

- 1. Copy of informed consent.
- 2. Copy of all data collection instruments (instructions to participants, observational coding sheets, data sheets, etc.).
- 3. Copy of Certification of Human Subjects Training for PI (current within past 5 years).
- 4. Copy of Certification of Human Subjects Training for ALL co-investigators (current within the past 5 years).
- 5. A copy of any documents or verbal scripts used in recruiting subjects, e.g., email, Facebook, posting, posters, announcements, or script of verbal invitation to participate.
- 6. Signature page with signatures of ALL researchers.



**B. Informed Consent**

1. Describe the process involved in obtaining informed consent, e.g., when, where, and by whom consent will be obtained.

The individuals who participate will give their informed consent when they go to a table at the Reunion Events. Participants will receive an informed consent form from a student researcher. By initialing at the bottom of the informed consent document, participants are acknowledging the following: "By initialing on the line below, I acknowledge that I have been informed of the purpose, benefits, and risks of participating in this study. I have been given the opportunity to ask questions and have them answered to my satisfaction. I am at least 18 years of age, I am an alumni of the Boys and Girls Club of Green Bay, and I agree to participate in this study." Student researcher(s) will be present at this table to verbally explain the informed consent document and answer any participant questions. Participants will place their initialed informed consent documents into a box (keeping their surveys unassociated with their informed consent document) prior to taking the survey. If participants do not initial the informed consent document, they will not be enrolled in the study. There will be extra copies of the informed consent document at the registration table available for the participants to take home if they so desire.

2. Describe the procedures used to ensure that the consent is informed and voluntary (particularly if the student involves the use of vulnerable populations or the use of deception).

Individuals who want to participate in the study will receive the informed consent document at the registration table. There will be extra copies of the informed consent at the registration table available for the participants to take home if they so desire. If participants do not want to participate in the survey, they will not be enrolled in the study. UWGB social work students will be available to answer any questions that the participants might have about the informed consent and the survey. The study does not involve vulnerable populations to our knowledge, nor deception.

3. If research involves "in class" consent/participation, describe how you will protect subjects from being identified as non-participants (or participants) to you, other faculty, and other students. Additionally, describe how you will ensure that student do not feel compelled (via authority or peer pressure) to participate, e.g., PI leaving the room, having staff or other faculty participate.

Not applicable.

4. If not obtaining "signed informed consent" (obtaining the signature of the subject on the informed consent document), explain why that is not necessary, e.g., it compromises anonymity because it is the only way that a subject might be identified as having participated as a subject.

Participants will simply initial the informed consent document, rather than signing, because a signature would compromise anonymity, as it would be the only way that a participant might be identified as having participated as a subject.

**Does your informed consent....**

	<b>YES</b>	<b>NO</b>
1. Indicate the NAME of the researchers, including the PI?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. State the PURPOSE of the research?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Include a PROCEDURES section that explains (in some detail) what is expected of the subject, including the time commitment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# UNIVERSITY of WISCONSIN-GREEN BAY

- |   |                                     |                          |
|---|-------------------------------------|--------------------------|
| 4. Explain the RISKS of the research – even if only minimal?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Explain the BENEFITS of the research – even if only contributing to knowledge of the discipline?               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Include a SAFEGAURDS section that:   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6a. explains how anonymity and/or privacy will be preserved?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6b. indicates that the subject has the option of discontinuing participation at any time?                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6c. (if a survey or interview is involved), indicates that the subject has the option of NOT answering questions? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Provide contact information for the investigator (PI)?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Include a statement as to how the participant can access the results of the study?                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Provide contact information for the chair of the IRB?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## C. Documentation that MIGHT be Needed

- | <b>Does your research involve:</b>  | <b>YES</b>                          | <b>NO</b>                           | <b>Check if attached</b>            |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. A (simple) survey instrument; if yes, please provide a hard copy of the survey. Online surveys should also include the link.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Gaining access to health care records, legal records, or educational records? Please include a copy of letter of authorization.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. Photographing, videotaping, or audiotaping individuals who will serve as <b>live models</b> and/or <b>participants</b> in the research? Please provide copy of authorization to photograph.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. Using ERLP (Experiential Research Learning Program), please provide a copy of the recruitment text to be posted on ERLP website.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5. Any VERBAL scripts used as a part of the research, including verbal recruiting scripts or verbal directions used in carrying out the study.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. A copy of the transcript of any oral presentation used in the place of a written consent statement, accompanied by the statement which participants or legal representatives, and an auditor-witness sign indicating their agreement to participate in the study described orally. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7. A request for waiver or modification of the typical consent procedures outlined above, with appropriate rationale and justification, because typical consent procedures would adversely affect the experimental design or procurement of data.                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Use of archival data, and if not publically available, please provide documentation of your authorization to access and use this data.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9. Other relevant materials that will be used in the study.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |



# UNIVERSITY of WISCONSIN-GREEN BAY

## PART IV: EXEMPT, EXPEDITED, OR FULL-BOARD?

Proposals will be reviewed by a member or all members (*Full Board*) of the IRB. However, some categories of research *may*, under certain circumstances, be exempt from the need for further review once approval is granted. *Note: majority of proposals will be reviewed and approved as Expedited.* Rarely will proposals be approved as *Exempt*. Please review the IRB manual for further descriptions of each designation. If your research can be categorized below, it may be eligible for review as *Exempt*.

1. Research conducted in established or commonly accepted educational settings, involving normal education practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior wherein (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded in such a manner that subjects cannot be identified, either directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads which are designed to study, evaluate, or otherwise examine: (i) Public benefit of service programs; (ii) procedures for obtaining benefits or services under these programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical, or environmental containment at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

**NOTE:** Research projects characterized by *use of vulnerable populations, threats to participants' anonymity, confidentiality, or privacy, by exposure of participants to more than minimal risk, and/or research NOT falling into the categories listed above, may require review by the full IRB.*





**BOYS & GIRLS CLUB  
OF GREATER GREEN BAY**

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JOHN BENBERG

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DOUG KOHLBECK – Vice President  
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PHIL FARAH  
BRETT FAVRE  
BOB GAFVERT  
BOB HARLAN  
GEORGE HARTMANN  
WALLY HILLIARD  
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RON MCKENZIE ♡  
MARK McMULLEN  
TIM REILLY  
MARY JANE RINTELMAN  
GINNY RIOPELLE  
PAUL SCHIERL  
MSGR. MARK SCHOMMER ♡  
K.C. STOCK  
BILL SULZMANN  
KEN TRUDELL  
RON WEYERS  
GREG WOLF

♡ Deceased

**Part II, G: Cooperating Institution Letter of  
Affiliation**

Jen Schanen, Lecturer, BSW Field Coordinator  
Social Work Professional Programs, RH 310  
UW-Green Bay  
2420 Nicolet Dr.  
Green Bay, WI 54311

September 28, 2017

Dear Ms. Schanen,

Please accept this letter of affiliation expressing our commitment to partner with you and the UW-Green Bay Social Work Program Evaluation students on the research project "Boys & Girls Club Alumni Survey."

The Boys and Girls Club serves about 3,000 youth in the greater Green Bay area annually. Results of this research will help determine how various Club programs, such as Teens 2 Work, affect young people in our community. Over 700 teens have graduated from this program since 2009, and although the Club has anecdotal evidence of the program's impact, the proposed survey will help us to learn more about outcomes among our alumni.

Representatives from the Boys & Girls Club attended Program Evaluation I at UWGB on Tuesday, September 19, 2017 to consult directly with students about the design and methodology of this project. Johanna Wicklund, Jessica Slaby, and Taylor DeBroux will continue to serve as points of contact for students as they proceed to implement the evaluation project during the 2017-18 school year. Finally, representatives from the Boys & Girls Club will visit Program Evaluation II at UWGB during the spring semester to hear the students' report on results of the project.

Thank you for your collaboration on this proposal. Collaborating with UWGB will allow us to conduct valuable program evaluation and improve the quality of our programs in our community.

Sincerely,

John Benberg  
Executive Director  
Boys & Girls Club of Greater Green Bay

INFORMED CONSENT

**Title:** Teens 2 Work Program Evaluation  
**Investigator(s):** Jen Schanen, MSW, APSW; Lecturer and BSW Field Coordinator  
Social Work Program Evaluation I Students

**Purpose of Research:** This study is being conducted to measure the successfulness of the Teens 2 Work program, and outcomes of Boys & Girls Club members. By participating in this study, you will give the Boys and Girls Club valuable information about the effectiveness of the Teens 2 Work program. The information gathered will help the Boys and Girls Club learn the long-term effects the Teens 2 Work program has on employment along with how teens who completed the program fare as compared to those who didn't.

**Procedures:** The survey is estimated to take 15 to 45 minutes to complete. A pair of interviewers will ask you a few questions, and you will be able to complete the rest of the survey on your own.

**Benefits:** By participating in this survey, you are eligible to be entered into a random drawing for an incentive valued at less than \$35. If for any reason you do not complete the survey, you are still eligible to participate in the drawing. We invite you to provide your contact information on a separate slip of paper to enter the random drawing, so we may contact you if you are a winner. This contact information will be kept separate from any answers you provide on the survey.

**Risks:** The risks associated with participation are minimal. You may experience minimal anxiety associated with questions about one's self when it comes to the survey process and the questions you may answer.

**Safeguards:** You may discontinue participation at any time, and you may choose not to answer any questions you do not want to answer. Your name will not be collected with your answers, so your answers will remain anonymous.

Your responses will be used for research purposes. The Boys and Girls Club will only report on the data collected in this study in aggregate fashion so that no answers you provide will be linked to you or your identifying characteristics.

If you have questions concerning the research or to receive a report of the results of this study, contact Schanen at 920-465-2867 or [schanenj@uwgb.edu](mailto:schanenj@uwgb.edu). The Institutional Review Board at the University of Wisconsin-Green Bay, which ensures that research projects involving human participants follow federal regulations, has reviewed this project and this consent form. Any questions or concerns about your rights as a research participant should be directed to Illene Cupit, Chair of the Institutional Review Board, 920-465-2703 or [cupiti@uwgb.edu](mailto:cupiti@uwgb.edu). Questions about the Boys and Girls Club can be directed to 920-494-7090 or via the Boys and Girls Club website at <http://www.bgcgb.org/contact-us/>.

By initialing on the line below, I acknowledge that I have been informed of the purpose, benefits, and risks of participating in this study. I have been given the opportunity to ask questions and have them answered to my satisfaction. I am at least 18 years of age, I am an alumni of the Boys and Girls Club of Green Bay, and I agree to participate in this study.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## Default Question Block

**Part I. Student researchers, verbally ask the following questions of your survey participant and record their answers. Survey participants have the option to skip questions.**

**How many years did you attend the Boys and Girls Club?**

- Less than 1 year
- 1 - 2 years
- 3 - 4 years
- 5 - 6 years
- 7 - 8 years
- 9 or more years

**What would you change or do differently to help teens more?**

**Would you still want club support as a young adult?**

- Yes
- No

**What kind of support would you like?**

**Did you ever work for the Boys and Girls Club? Check all that apply.**

- Yes, as junior staff
- Yes, as a part-time employee
- Both as a junior staff and as a part time employee
- No

**Was working for the Boys and Girls Club beneficial for your development?**

- Yes
- No

**How did it benefit your development?**

**Have you received any certificate or training throughout your employment history?**

- Yes
- No

**What training or certificate did you receive?**

**Would you have liked the Boys and Girls Club to offer training or certificates?**

- Yes
- No

**What trainings or certificates would you have liked to be offered?**

**Would you have attended training on financing by the Boys and Girls Club if it was offered for adults?**

- Yes
- No

**Have you referred friends or family to the Boys and Girls Club?**

- Yes
- No

**Who have you referred to the Boys and Girls Club?**

**Did you participate in the Teens 2 Work (T2W) program?**

- Yes
- No

**Did you think the T2W program was beneficial?**

- Yes
- No

**What did the T2W program do for you? What was the most beneficial part?**

**Do you remember how old you were when you completed T2W?**

- 14
- 15
- 16
- 17
- 18

**What could the Boys and Girls Club change or do better to better prepare teens for employment?**

**Would you be interested in participating in an adult T2W program?**

- Yes
- No

**What kinds of things should an Adult version of the T2W program cover?**

**Where do you see yourself in 5 years?**

**How do you define success?**

**Did you feel prepared for the start of school each year (k - 12)?**

- Yes
- No

**Did you graduate high school?**

- Yes
- No

**Did you complete a post-secondary education?**

- Yes

- No
- In Progress

**What post-secondary education did you complete?**

- 1-Year Program
- 2-Year Program
- 4-Year Program
- Post-Grad Work

**Are you currently employed?**

- Yes
- No

**Where do you work?**

**On average, how many hours per week do you work?**

**How long have you been in your current job?**

**Have you experienced barriers to working, and if so, what are they?**

**Do you want a career or a job?**

- Career
- Job

**Do you have a career goal?**

- Yes
- No

**What is your career goal?**

**Are you working towards attaining this career goal?**

- Yes
- No

**What are you doing to attain your career goal?**

**Have members of your family completed a post-secondary education?**

- Yes
- No

**What post-secondary education have they completed?**

**Do these members of your family have a career?**

- Yes
- No

**What is your weekly income?**



- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="radio"/> > \$50        | <input type="radio"/> \$300 - \$350 |
| <input type="radio"/> \$50 - \$100  | <input type="radio"/> \$350 - \$400 |
| <input type="radio"/> \$100 - \$150 | <input type="radio"/> \$400 - \$450 |
| <input type="radio"/> \$150 - \$200 | <input type="radio"/> \$450 - \$500 |
| <input type="radio"/> \$200 - \$250 | <input type="radio"/> \$550 - \$600 |
| <input type="radio"/> \$250 - \$300 | <input type="radio"/> < \$600       |

**How many hours do you work per week?**

- > 10 Hours
- 10 - 20 Hours
- 20 - 30 Hours
- 30 - 40 Hours
- < 40 Hours

**Do you currently maintain an account at a financial institution such as a credit union or bank?**

- Yes
- No

**How much is currently in your account?**

- |   |   |
|---|---|
| <input type="radio"/> > \$100           | <input type="radio"/> \$2,501 - \$3,000 |
| <input type="radio"/> \$101 - \$500     | <input type="radio"/> \$3,001 - \$3,500 |
| <input type="radio"/> \$501 - \$1,000   | <input type="radio"/> \$3,501 - \$4,000 |
| <input type="radio"/> \$1,001 - \$1,500 | <input type="radio"/> \$4,001 - \$4,500 |
| <input type="radio"/> \$1,501 - \$2,000 | <input type="radio"/> \$4,501 - \$5,000 |
| <input type="radio"/> \$2,001 - \$2,500 | <input type="radio"/> < \$5,000         |

**Have you ever taken out a loan?**

- Yes
- No

**From where and for what did you take out a loan(s)?**

**Do you know what a credit score is?**

- Yes  
 No

**Have you seen your credit score?**

- Yes  
 No

**Have you applied for or received financial aid for post-secondary education?**

- Yes  
 No

**Are you planning for retirement with a savings plan?**

- Yes  
 No

**Do you feel financially stable?**

- Yes  
 No

**What do you believe will help you be more successful with your finances?**

**How do you earn your money?**

**What concerns you most about your finances?**

**What do you consider being financially stable?**

**To whom do you talk about your finances?**

**Do you rely on subsidized assistance programs or social services?**

Yes

No

**What programs do you rely on? (SSI, WIC, Food Share, BadgerCare, etc.)**

**Do you struggle to pay for extra needed services? (Child Care, transportation, mental or physical health, etc)**

Yes

No

**What do you struggle paying? (Child Care, Transportation, Mental or Physical Health, etc.)**

**Are you currently looking for another job or another way to bring in income?**

- Yes
- No

**Do you need any resources to help with this search?**

- Yes
- No

**In the past year, how many times have you called into work?**

- |                               |                               |
|-------------------------------|-------------------------------|
| <input type="radio"/> 0       | <input type="radio"/> 16 - 20 |
| <input type="radio"/> 1 - 5   | <input type="radio"/> 21 - 30 |
| <input type="radio"/> 6 - 10  | <input type="radio"/> 31 - 40 |
| <input type="radio"/> 11 - 15 | <input type="radio"/> 41 +    |

**Did you grow up in poverty?**

- Yes
- No

**Do you think your race plays a factor in your finances?**

- Yes
- No

**Have you ever attended a training on finances?**

- Yes
- No

**Did you receive this training at the Boys and Girls Club?**

- Yes
- No

**Do you set goals for what you want to accomplish?**

- Yes  
 No

**Did you take the ACES quiz?**

- Yes  
 No

**Was your score higher than a 4?**

- Yes  
 No

**Are you aware of the many different careers offered through higher education?**

- Yes  
 No

**Would you say that you learned skills in understanding and managing your emotions?**

- Yes  
 No

**Were these learned skills helpful? How so?**

**Have you used collaborative problem solving with supervisors?**

- Yes  
 No

**Have you used self-monitoring with supervisors?**

- Yes
- No

**This concludes Part I. Please allow the survey participant to complete the next block of questions on their own.**

**Part II. Please complete the answers below to the best of your ability. You may skip any questions you are not comfortable answering. You will still be eligible to enter the raffle if you skip questions. Press submit to finish the survey.**

**What gender do you identify with?**

- Male
- Female
- 

**What is your ethnicity?**

- African American
- Asian
- Caucasian
- Hispanic/Latino
- Multi-Ethnic
- Native
- Other

**Is your yearly income at or above \$46,000 per year? (\$844/week for 52 weeks)**

- Yes
- No

**How often do you volunteer in the community throughout the year?**

- Never
- 1 - 2 Times
- 3 - 4 Times
- 5 - 6 Times
- Weekly
- Multiple Times Per Month
- Other

**Would a job in any of the following industries be of interest to you? Select all that apply.**

- Advanced Manufacturing  
*Includes areas such as paper products, food processing, industrial machinery, & industrial designs*
- Digital Media & Entertainment  
*Includes areas such as sports and sports technology & visual/augmented reality*
- Healthcare & Medical Technology  
*Includes areas such as medical specialties, sports medicine, medical training, health software & IT*
- Logistics & Distributions  
*Includes area such as truck transportation, logistics consulting services, & water-based transportation*
- Corporate HQs  
*Includes areas such as national HQs, corporate supply chain (professional services), & regional/divisional HQs*
- Financial Services  
*Includes areas such as bank HQs, regional banks & credit unions, & insurance services*

**Are you currently a parent or expecting a child?**

- Yes
- No

**Are you currently experiencing homelessness?**

- Yes
- No

**Have you ever experienced homelessness?**

- Yes
- No

**Where do you live?**

- Apartment
- Foster Home
- Group Home
- Homeless
- House
- Shelter
- Other

**Do you rent or own the place where you live?**

- Rent
- Own
- Neither/ not applicable

**If you do not currently own a home in Green Bay, do you plan to buy a home in Green Bay sometime in the future?**

- Yes
- No
- Not Sure

**What is the preferable language spoken at home?**

- Hmong
- Russian
- Somali
- Spanish
- English



Other

**Is the primary language spoken at home a barrier for you?**

Yes

No

**Do you currently have access to health insurance?**

Through Parents

Employer

Marketplace

No Insurance

Other

**Are you living in Green Bay?**

Yes

No

**Are you planning on staying?**

Yes

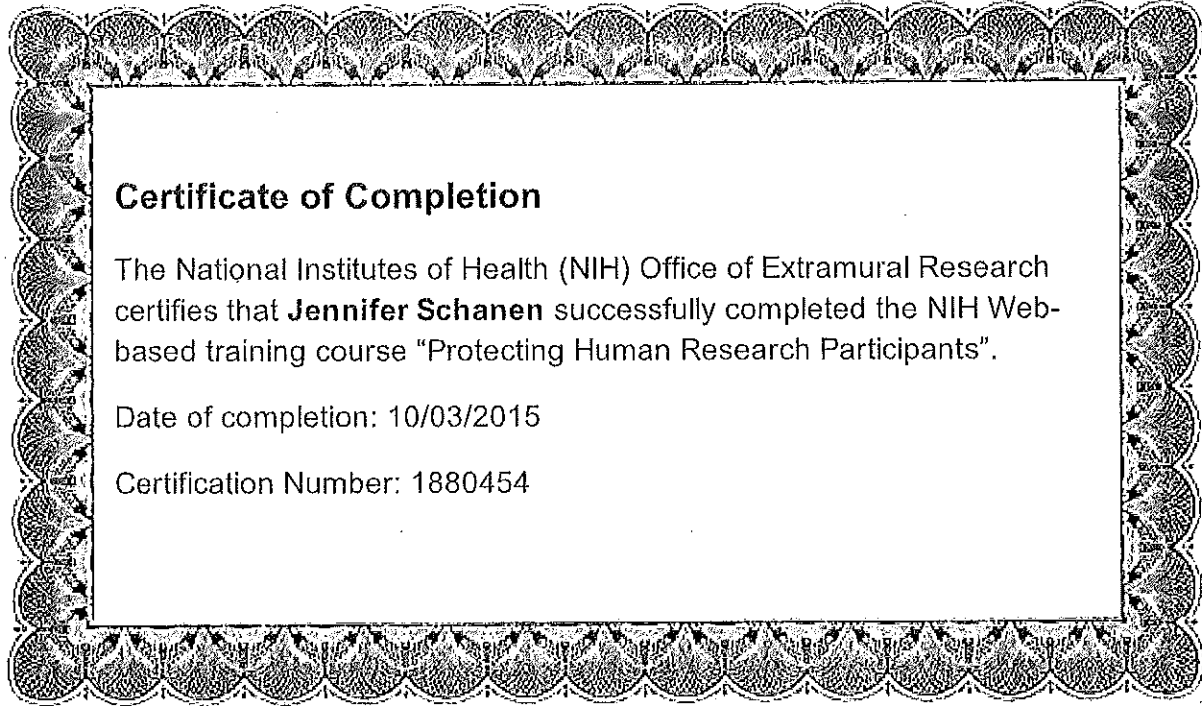
No

**Thank you for participating! Please remember to click submit.**

Report Abuse

Powered by Qualtrics

11-K-3. NIH CERTIFICATE FOR P.I

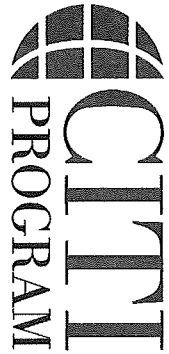


**Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Jennifer Schanen** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/03/2015

Certification Number: 1880454



Completion Date 19-Sep-2017  
Expiration Date 18-Sep-2021  
Record ID 24684556

This is to certify that:

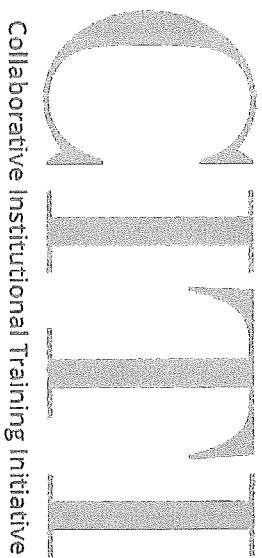
**Autumn Alekna**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/verify/?wbd943aa9-5a00-4eb7-ad84-daa1c79a4597-24684556](http://www.citiprogram.org/verify/?wbd943aa9-5a00-4eb7-ad84-daa1c79a4597-24684556)



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Natasha Ales** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/25/2016.

Certification Number: 2221184.



Completion Date 26-Sep-2017  
Expiration Date 25-Sep-2021  
Record ID 24768922

This is to certify that:

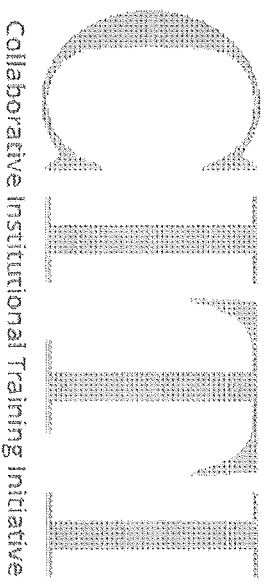
**Chloe Anderson**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/verify/?wda859918-42f0-4ac1-8c8d-3e8fcf26bbe&d-24768922](http://www.citiprogram.org/verify/?wda859918-42f0-4ac1-8c8d-3e8fcf26bbe&d-24768922)



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Elizabeth Barry** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/24/2016.

Certification Number: 2220473.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Rechel Beilfuss** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/24/2016.

Certification Number: 2220299.



This is to certify that:

**Kara Berghuis**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**

Completion Date 26-Sep-2017  
Expiration Date 25-Sep-2021  
Record ID 24769138



Verify at [www.citiprogram.org/verify/?wd7d00c9c-14e1-4717-b259-3f5538b43069-24769138](http://www.citiprogram.org/verify/?wd7d00c9c-14e1-4717-b259-3f5538b43069-24769138)



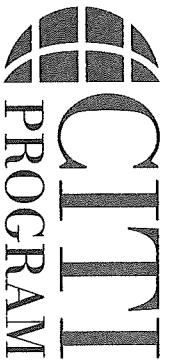


## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Abby Brown** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/25/2016.

Certification Number: 2220834.



Completion Date 27-Sep-2017  
Expiration Date 26-Sep-2021  
Record ID 24777087

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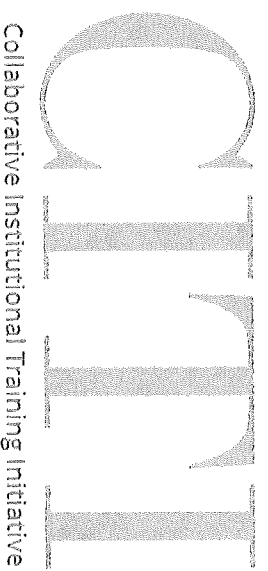
**Timothy Carney**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/verify/?w3ac541e6-503b-4e2a-a1ee-bae4f5f15777-24777087](http://www.citiprogram.org/verify/?w3ac541e6-503b-4e2a-a1ee-bae4f5f15777-24777087)

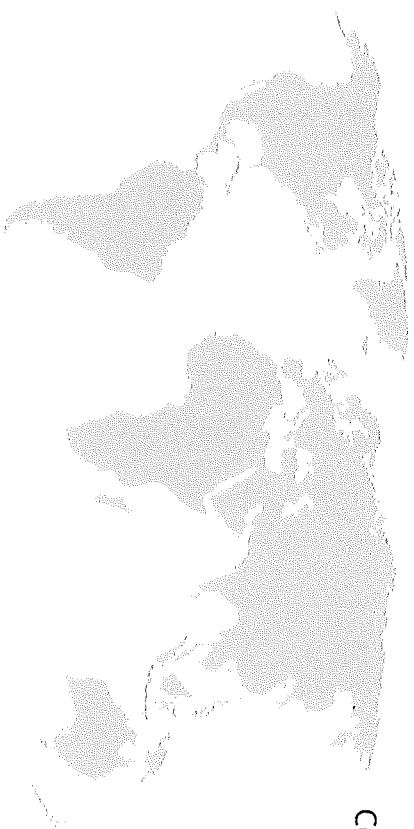


## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Shanelle Curtice** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 04/04/2016.

Certification Number: 2048552.



Completion Date 24-Sep-2017  
Expiration Date 23-Sep-2021  
Record ID 24749475

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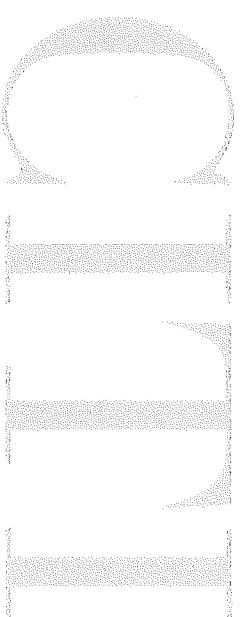
**Stephanie Friebel**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Collaborative Institutional Training Initiative

Verify at [www.citiprogram.org/verify/?w76862c18-964f-4182-94fb-fd885c42f60f-24749475](http://www.citiprogram.org/verify/?w76862c18-964f-4182-94fb-fd885c42f60f-24749475)

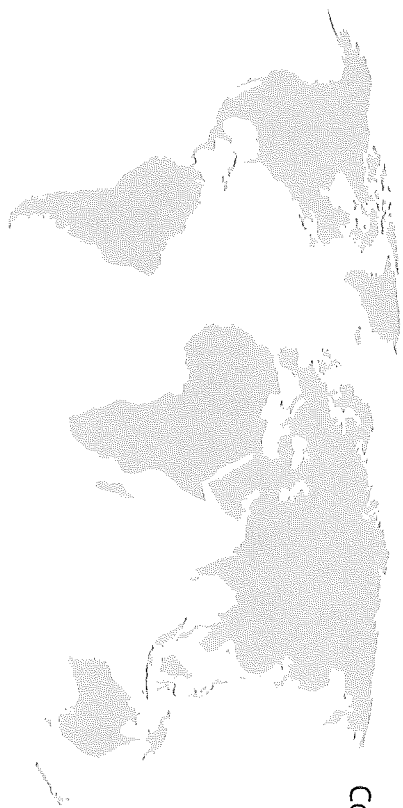
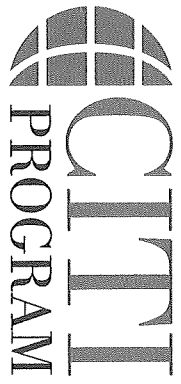


## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Bryana Geyer** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/25/2016.

Certification Number: 2221286.



Completion Date 15-Sep-2017  
Expiration Date 14-Sep-2021  
Record ID 24634355

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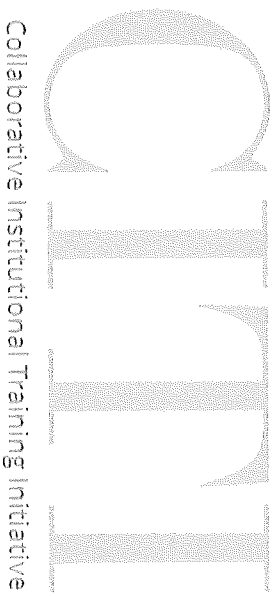
**Dana Gulseth**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
Students (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/verify/?w11ba6083-5f9d-4a6e-b7bc-b89ef3aaebcf-24634355](http://www.citiprogram.org/verify/?w11ba6083-5f9d-4a6e-b7bc-b89ef3aaebcf-24634355)



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Ruth Hickmann** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/25/2016.

Certification Number: 2220626.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Zachary Holschbach** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/27/2016.

Certification Number: 2214827.





## **Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Karley Kilsdonk** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/21/2016.

Certification Number: 2160367.



## **Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Kristen Kouba** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/24/2015.

Certification Number: 1900297.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Amber Lewis** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/23/2016.

Certification Number: 2219099.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Cindy Linzmeier** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/26/2016.

Certification Number: 2221637.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Paige Vandenberg** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

*Paige Vandenberg*

Date of completion: 01/27/2017.

Certification Number: 2296087.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Madeline McCannon** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/19/2016.

Certification Number: 2216070.



Completion Date 02-Oct-2017  
Expiration Date 01-Oct-2021  
Record ID 24829635

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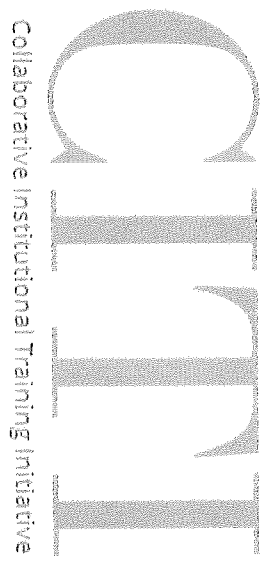
**Lauren Pfile**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/Verify/?w70911297-0cf5-42fe-b393-8e5ec937ef39-24829635](http://www.citiprogram.org/Verify/?w70911297-0cf5-42fe-b393-8e5ec937ef39-24829635)



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Amber Schlies** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 09/20/2016.

Certification Number: 2182689.





## **Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Taylor Smith** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/27/2016.

Certification Number: 2221319.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Erica Soletski** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/26/2016.

Certification Number: 2221287.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Chinyere Stevens** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/25/2016.

Certification Number: 2216893.



## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Katherine Stockman** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/18/2016.

Certification Number: 2214906.

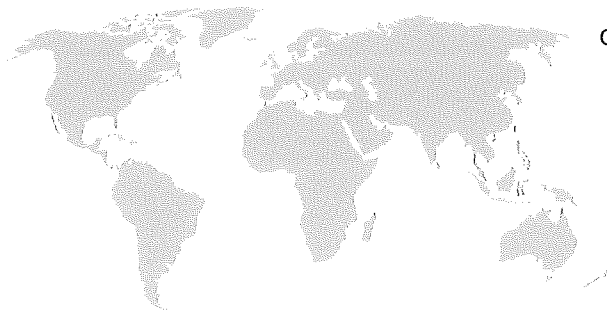


## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Xao Thao** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 02/02/2016.

Certification Number: 1983420.



Completion Date 02-Oct-2017  
Expiration Date 01-Oct-2021  
Record ID 24830000

This is to certify that:

**Jeffrey Vorpahl**

Has completed the following CITI Program course:

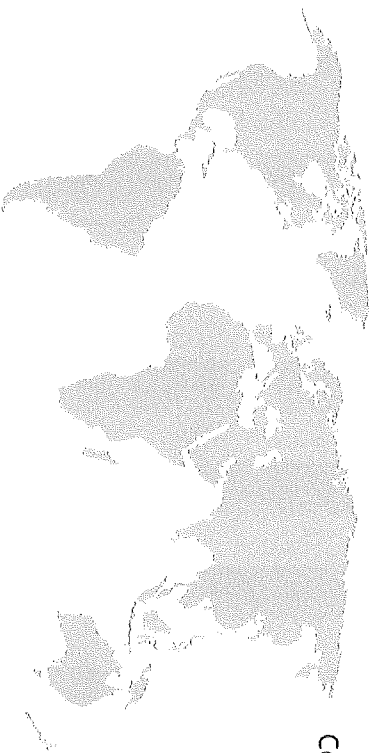
**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**

**CITI**  
Collaborative Institutional Training Initiative

Verify at [www.citiprogram.org/verify/?wa1d3630f-a5df-4732-84e9-51137dc5c7d2-24830000](http://www.citiprogram.org/verify/?wa1d3630f-a5df-4732-84e9-51137dc5c7d2-24830000)



Completion Date 23-Sep-2017  
Expiration Date 22-Sep-2021  
Record ID 24740617

This is to certify that:

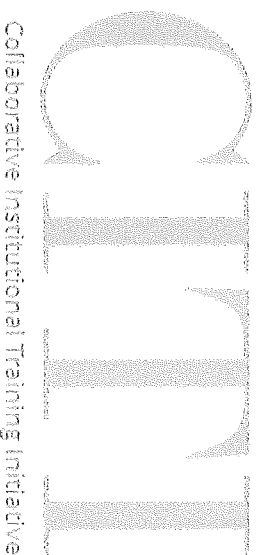
**Jessica Wilke**

Has completed the following CITI Program course:

**Human Subjects Research** (Curriculum Group)  
**Students** (Course Learner Group)  
**1 - Basic Course** (Stage)

Under requirements set by:

**University of Wisconsin - Green Bay**



Verify at [www.citiprogram.org/verify/?w448f735e-27df-40b3-9664-f9396eb7fbfd-24740617](http://www.citiprogram.org/verify/?w448f735e-27df-40b3-9664-f9396eb7fbfd-24740617)



## **Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that  
**Kalia Yang** successfully completed the NIH Web-based training course  
"Protecting Human Research Participants".

Date of completion: 10/26/2016.

Certification Number: 2222539.





## Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **PhaNhia Yang** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 10/27/2016.

Certification Number: 2223446.

All posts will be made by The Boys & Girls Club staff on their Club social media, not by UWGB students.  
Email will be sent out to alumni by Club staff.  
Facebook Event page will be administered by Club staff, not by UWGB students.

**Part III, A5: Recruitment  
Materials**

**Social media, email &  
Facebook event scripts**

## **Hashtag:**

#BGCgbReunion

## **Social Media Posts:**

*(attached to all posts will be an informational flyer)*

*(Final dates require IRB approval and will not be posted until approval has been made)*

### **October 23-**

Calling all Boys & Girls Club of Greater Green Bay Alumni! We are holding a reunion to bring former members and staff together to catch up! There will be a raffle and **free food!** You will have the opportunity to help the Club learn how they may have helped you and how we can do better to better to help others in the future by taking a survey. Please share this post with other former Club Members! #BGCgbReunion

### **October 27-**

Here's a reminder! The Boys & Girls Club of Greater Green Bay is having a gathering of ALL alumni for a reunion with each other and the staff! Free activities, **free food**, and an opportunity to give feedback regarding their programs by taking a survey. Grab a bite to eat and share your experiences from your amazing times at the Club! Like this post so other former Club Members can get involved! #BGCgbReunion

### **October 30-**

Don't forget! Boys & Girls Club of Greater Green Bay alumni, we are having a reunion! There will be free food, and small gifts for ANY alumni who attend. If you want to participate in a survey in regards to the Club's programs with the possibility of winning prizes, come up this November! Keep on sharing these posts so other former Club Members can join in on the fun! #BGCgbReunion

### **November 3-**

Three more weeks until the Boys & Girls Club of Greater Green Bay alumni Reunion! Located at the Green Bay Boys & Girls Club Nagel Unit Clubhouse and Lutsey Unit Clubhouse. **Free food! Free raffle! Free prizes!** Fill out a Survey regarding our programs or just come and hangout! We want to see ALL former Club Members so keep sharing our reunion posts! #BGCgbReunion

### **November 6-**

Boys & Girls Club of Greater Green Bay Alumni reunion reminder! Alumni reunion is this Saturday at the Lutsey Unit Clubhouse and you don't want to miss it! But if you do miss it, don't worry because the Nagel Unit Clubhouse's reunion is next Saturday! Don't forget to mark your calendars and come join us for some **free food**, fun, and reminiscing. Like our posts if you are a former Club Member! We cannot wait to see you! #BGCgbReunion

*All posts will be made by The Boys & Girls Club staff on their Club social media, not by UWGB students.*

*Email will be sent out to alumni by Club staff.*

*Facebook Event page will be administered by Club staff, not by UWGB students.*

### **November 10-**

Final reminder for the Lutsey Unit Clubhouse! The reunion is tomorrow! Come eat food with us and talk about your Boys & Girls Club of Greater Green Bay experience!

Nagel Unit Clubhouse reunion takes place in one week! Don't forget to come hangout and reminisce!! Share our posts so other former Club Members can get in on the fun!

#BGCgbReunion

### **November 17-**

Final reminder for the Nagel Unit Clubhouse! The reunion is tomorrow! We would love to spend some time with you and hear about your experiences in and out of the Club! We hope to see you there, share our post so ALL former Club Members can join us! #BGCgbReunion

### **Social media message/Email:**

(Please send out this message/email to any alumni you are still in contact with. Hopefully this will produce a chain effect to reach a larger population.)

*(Flyer will be attached to email)*

Subject: Attention all Boys & Girls Club Alumni!

Hello Boys & Girls Club Alumni,

We need your help and you probably want free food and small gifts! We are holding a survey event to gather information about the Teens 2 Work (T2W) program. We want to hear all about your experiences, so please join us! Your feedback on Teens 2 Work program is so important to us! We'd love to learn more about the success you've had since graduation high school! WHETHER YOU PARTICIPATED IN THE T2W PROGRAM OR NOT DOES NOT MATTER, WE WOULD LOVE TO HEAR FROM EVERYONE! Come by and reunite with Club staff at your former Clubhouse!

Now for the facts!

Who: ALL OF YOU, ALL ALUMNI, DOES NOT MATTER WHETHER YOU PARTICIPATED IN T2W PROGRAM OR NOT!

When: Saturday, November 11th at the Lutsey Unit Clubhouse located at 1451 University Ave. Green Bay

Saturday, November 18th, at the Nagel Unit Clubhouse located at 311 South Oneida St. Green Bay

Time: 10:00 am-6:00 pm

Please contact [marketing@bgcgb.org](mailto:marketing@bgcgb.org) if you have any questions!

We all hope to see you there!

**\*\*For further information search "#BGCgbReunion" on Facebook, Twitter or Instagram!\*\***

### **Facebook Events:**

*(Flyer will be posted in Facebook event)*

*(One event will be made for Lutsey Unit on November 11th and one event will be made for Nagel Unit on November 18th)*

*All posts will be made by The Boys & Girls Club staff on their Club social media, not by UWGB students.*

*Email will be sent out to alumni by Club staff.*

*Facebook Event page will be administered by Club staff, not by UWGB students.*

### **(Lutsey Unit Clubhouse Event)**

Calling all Boys & Girls Club of Greater Green Bay Alumni! We need your help, and you probably want free food, prizes and a fun reunion-Club style! So come hang out with us! We are conducting a survey to gather information about the Teens 2 Work (T2W) program! Your feedback on the T2W program is so important to us! **WHETHER YOU PARTICIPATED IN the T2W PROGRAM OR NOT DOES NOT MATTER, WE WOULD LOVE TO HEAR FROM YOU EITHER WAY AND HOW YOU ARE DOING IN LIFE!** We were so proud of you when you graduated, and we want to know what you're up to now!! Aside from the survey being conducted, this gathering of information will also act as a Boys & Girls Club of Greater Green Bay reunion in order for alumni to reconnect with past staff members!

Information about the event is as follows:

Who: ALL BOYS & GIRLS CLUB OF GREATER GREEN BAY ALUMNI!

When/Where: Sat. November 11th, Lutsey Unit Clubhouse: 1451 University Ave. Green Bay

Time: 10:00 am-6:00 pm

Please contact [marketing@bgcgb.org](mailto:marketing@bgcgb.org) if you have any questions!

**\*\*For further information search "#BGCgbReunion on Facebook, Twitter or Instagram!\*\***

### **(Nagel Unit Clubhouse Event)**

Calling all Boys & Girls Club of Greater Green Bay Alumni! We need your help, and you probably want free food, prizes and a fun reunion-Club style! So come hang out with us! We are conducting a survey to gather information about the Teens 2 Work (T2W) program! Your feedback on the T2W program is so important to us! **WHETHER YOU PARTICIPATED IN the T2W PROGRAM OR NOT DOES NOT MATTER, WE WOULD LOVE TO HEAR FROM YOU EITHER WAY AND HOW YOU ARE DOING IN LIFE!** We were so proud of you when you graduated, and we want to know what you're up to now!! Aside from the survey being conducted, this gathering of information will also act as a Boys & Girls Club of Greater Green Bay reunion in order for alumni to reconnect with past staff members!

Information about the event is as follows:

Who: ALL BOYS & GIRLS CLUB OF GREATER GREEN BAY ALUMNI!

When/Where: Sat. November 18th, Nagel Unit Clubhouse: 311 South Oneida St. Green Bay

Time: 10:00 am-6:00 pm

Please contact [marketing@bgcgb.org](mailto:marketing@bgcgb.org) if you have any questions!

**\*\*For further information search "#BGCgbReunion on Facebook, Twitter or Instagram!\*\***

### **Window Painting at both locations:**

Will occur in the beginning of November after Boys and Girls Club takes down October's paint. The same information will be painted on the windows that is listed on posters

Part III, A5: Recruitment materials  
Images to be shared on social media with scripts above



**BOYS & GIRLS CLUB  
OF GREATER GREEN BAY**

**#BGCggbReunion**

Sat Nov. 11th  
At Lutsey

Sat. Nov 18th  
At Nagel

**10AM-6PM**

Part III, A5: Recruitment materials  
Images to be shared on social media with scripts above



# **BOYS & GIRLS CLUB OF GREATER GREEN BAY**

Presents To You

# #BGCggbReunion

Saturday Nov. 18th  
At Nagel (West Side)

# 10AM-6PM

Saturday Nov. 11th  
At Lutsey (East side)

Part III, A5: Recruitment  
materials  
Images to be shared on social  
media with scripts above



# BOYS & GIRLS CLUB OF GREATER GREEN BAY

Presents To You

# #BGCggbReunion

Saturday Nov. 18th  
At Nagel (West Side)

# 10AM-6PM

Saturday Nov. 11th  
At Lutsey (East side)

Part III, A5: Recruitment materials  
Images to be shared on social media with scripts above

Calling All  
Alumni!

#BGCggbReunion

10AM-6PM

Sat. Nov. 11th  
At Lutsey (East Side)

Sat. Nov. 18th  
At Nagel (West Side)



**BOYS & GIRLS CLUB**  
**OF GREATER GREEN BAY**



Part III, A5: Recruitment materials

Posters for both Boys & Girls Club locations

