

Tips for Creating a Questionnaire

1. Identify teachers' priorities over the next four years. Prepare a list of questions based on those priorities. Aim for no more than five questions.
2. Ensure that your questions are clear.
3. Email questions and instructions to candidates. Questions should be sent to all candidates running in your constituency.
4. Make sure you include a deadline for responses. Two weeks is enough time.
5. Ask each candidate to supply a brief biography and photograph to be used alongside their responses.
6. Send a reminder to candidates two days before the questionnaire is due to remind them of the deadline.
7. Edit candidates' responses for spelling and grammar, but do not alter the content.
8. Send an email including the responses and/or directing teachers to the Local's website. Promote the responses on social media, by providing a link to the full document on your website.
9. Share the info with MTS, so that we can expand your reach!
10. Important: You might not receive responses from all candidates. Post the ones that you receive and include a note that states all candidates were contacted and these are the responses that were received by the deadline.

Sample Questions

1. Why are you running for MLA?
2. What are your top priorities for improving public education?
3. What will you do to improve the quality of public schools?
4. What is your plan to provide adequate funding for all public schools?
5. What do you believe are the best ways to evaluate school and student performance?
6. How would you help schools recruit and retain highly qualified teachers?
7. What is your plan for ensuring the development of a more diverse teaching workforce, reflective of the changing student population?
8. What resources and services, beyond academics, do you believe schools and the community should provide to support student well-being and achievement?
9. What is the role of schools in teaching children about topics such as: gender identity and expression, sexual orientation, cyber-safety, mental health and wellness, bullying etc.?
10. What can be done to improve student outcomes?
11. How will you improve working conditions for educators?

Other Uses for Sample Questions

Questionnaires are a great way to get answers to pressing questions, but there are usually many more questions that do not make the cut, simply because of the format of a questionnaire.

How can you use and get answers to these and other questions that do not make the cut?

There are a number of ways to communicate with elected officials and candidates to learn where they stand on important social issues like public education. Here are just a few:

- **Ask at the door.** Candidates will knock on your door to make their election pitch. This is a great opportunity to ask some of the other questions that are on your mind.
- **Attend a public meeting.** Bring these and other questions to a local debate, forum or town hall meeting where elected officials and candidates are present.
- **Send a letter or email.** Candidates want to hear from their community and mail is still one of the most popular ways to make your voice heard. Use these questions as the basis of a letter to your candidates and encourage others to do the same. Save a copy for yourself and follow-up with a phone call.
- **Write your paper.** Write a letter to the editor of your local newspaper and ask to include these questions in interviews with elected officials and candidates.
- **Use the internet.** Many candidates have official web sites that post information about their priorities and allow constituents to submit inquiries via mail. Use these questions in an email to your candidates.
- **Talk with your neighbours.** Bring these questions to a community meeting or other public gathering. Discussions around these questions can help stimulate ongoing dialogue about what the community wants and expects from public schools.