

This order form does **not** include survey scanning fees, charges for customized analysis or any additional charges that may incur. Customers will receive an invoice for these fees **after** data processing. **Payment is expected to accompany this form.**

*Before survey processing and report generation can be completed, you must send the completed and signed Core Demographic Survey.*

## Bill to

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

## Contact Person

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

## Order Paper Survey *(see reverse for descriptions)*

Core Alcohol & Drug Survey Long Form	_____	X	\$ .48	=	_____
Core Alcohol & Drug Survey Short Form	_____	X	\$ .42	=	_____
Core Alcohol & Drug Survey Community College Survey	_____	X	\$ .48	=	_____
Campus Survey of Alcohol & Other Drug Norms	_____	X	\$ .48	=	_____
Faculty & Staff Environmental Alcohol & Other Drug Survey	_____	X	\$ .42	=	_____
High School Survey	_____	X	\$ .48	=	_____
Survey Scanning Fee - \$.48 (per 4 page survey)/\$.42 (per 2 page survey)					<u>To be invoiced after processing</u>
Shipping - Actual shipping costs will be charged					<u>To be invoiced after processing</u>
Handling					<u>\$15</u>

## Reports

Reports Package - (includes everything below)	_____	X	\$ 425	=	_____
A la carte: Executive Summary	_____	X	\$ 150	=	_____
Cross-Tabulation Report	_____	X	\$ 210	=	_____
Raw Data File	_____	X	\$ 125	=	_____

For information on customized reports or filter/grouping options, please contact Core or check our website: [www.core.siu.edu](http://www.core.siu.edu)

Please check box if you would like the results mailed in addition to the standard electronic version and add \$20 \_\_\_\_\_

**Total Amount Due =** \_\_\_\_\_

Please indicate if you would like the Core Institute to share these data with e-checkup. ([echeckuptogo.com](http://echeckuptogo.com)) \_\_\_\_\_

## Payment

- Institutional Purchase Order #
- Check or money order payable to SIU Core Institute
- Credit Card (you will be contacted by phone for your number)

**Mail this form with payment to:** *(Please fax or email if paying by credit card or PO)* SIU  
 Core Institute • 1125 Lincoln Drive, MC 6502 • Carbondale, IL 62901 Phone:  
 618/453-4390 • Fax: 618/453-3563 • Website: [core.siu.edu](http://core.siu.edu)  
 Email: [coreinst@siu.edu](mailto:coreinst@siu.edu)

## Products and Services for Paper Surveys

**Short Form:** Assesses the nature, scope, and consequences of alcohol and other drug use on college campuses. (23 questions - takes approximately 15-20 minutes to complete)

**Long Form:** Contains all the features of the Short Form, but also assesses the students' attitudes, perceptions, and opinions about alcohol and drugs (39 questions - takes approximately 20-30 minutes to complete)

**Community College Form:** Contains all the features of the Long Form, but also has been redesigned specifically for community college campuses.

**Campus Norms:** Assesses students' use of alcohol and drugs, and extensive perceptions of alcohol and drug use on campus by friends, peers, and other student groups on campus.

**Faculty and Staff:** Assesses staff perceptions of alcohol and drug use on campuses.

**High School Edition:** Contains all the features of the Long Form, but has been redesigned specifically for high schools.

**Customization:** We offer competitive pricing for customizes surveys. Surveys can be modified for specific content or language or you can have a customized survey created for your school. Our full range of options for printing, scanning, and reporting ensure there is an option for almost any budget.

### Participating Steps

1. Obtain IRB/Human Subjects approval and submit approval documentation to the Core Institute.
2. Submit order form and payment.
3. Paper surveys will be sent to you.
4. Once you administer the survey to your students, return the completed surveys along with the Demographic Survey to the Core Institute.
5. The completed surveys will be scanned and reports will be processed.
6. Reports will be sent and any additional services will be billed. Turnaround time to receive reports is 4-6 weeks.