

# Instructions - Option 2

- Students fill out PAPER questionnaires.
- Advisor mails them to Data Match.
- Print Matching Reports at school using PDF files from Data Match (or use the Data Match Print Program)
- Students can also print their reports online
- Your cost is **50 cents** for each student filling out a questionnaire.

## 1 Choose or Create your Questionnaire

There are 7 to choose from, or create your own online.

## 2 Make Copies of the Questionnaire

Use WHITE paper only. Make enough copies for all students in school.

## 3 Have Students Fill Out the Questionnaire

See paper Control Sheet to review all options

## 4 Fill Out the Control Sheet

Mark your choices for **Option 2**

## 5 Send Completed Questionnaires AND the Control Sheet to Data Match

**IN ONE PACKAGE ONLY!**  
We will not accept faxes of late forms. Forms sent in more than one package may be subject to a re-processing fee.

## 6 Receive Student Matching Reports by e-mail

**24-48 hours after your package is received, we will send you the results by e-mail**

You will receive one PDF file for each grade

## 7 Print Reports

Each PDF file will contain the reports for all students in one grade, sorted alphabetically.

## 8 Hold Your Sale

You choose the price. Most schools choose \$2-\$3 per student.

## 9 Pay Data Match

An invoice will be sent by email. Payment is due within 60 days.



[www.Data-match.com](http://www.Data-match.com)

800.545.1110

*and easiest*  
The Best <sup>V</sup> School Fundraiser!

-Use as mailing label ✂-

FROM:

DATA-MATCH  
5225 LIBRARY RD #317  
BETHEL PARK, PA 15102

# Control Sheet

5225 LIBRARY RD #317  
Bethel Park, PA 15102  
800.545.1110



SCHOOL NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

( ) ( )  
PHONE (DAY) \_\_\_\_\_ EXT. \_\_\_\_\_ PHONE (EVE) \_\_\_\_\_

( )  
FAX (REQUIRED) \_\_\_\_\_ EXPECTED SALE DATE \_\_\_\_\_ School Purchase Order  
(only if required by school)

MR. MRS. MS. \_\_\_\_\_  
FACULTY ADVISOR \_\_\_\_\_ FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

ADVISOR E-MAIL (REQUIRED) \_\_\_\_\_

SPONSORING CLUB/ORGANIZATION \_\_\_\_\_

**X**  
ADVISOR SIGNATURE (REQUIRED)  
Your cost is based on the number of students filling out a questionnaire -- NOT the number of reports you sell.

## LGBTQ Option New this year!

### OPTIONS FOR ALL PROGRAMS

**Gender Matches (Must Choose One ONLY)**  
 Both Same and Opposite Gender - gender identified  
 If nothing is checked, the first option will be provided  
 Opposite Gender Only  
 **LGBTQ (New!) - no gender identified**

**"Compatibility" Matches (Must Choose One ONLY)**  
 Best Matches Only (10-15 will be shown)  
 Also Show 5 "Unlikely" Matches  
 If nothing is checked, Best AND Unlikely will be shown.

**Grade Range Participating (Must Choose One ONLY)**  
 9-12     7-9     6-8     College  
 Submit separate order for each. Will not match Middle School & High School.

**Other Options**  
 Print "Sponsored By" on Reports

### Choose **ONE** Program Option Only

option 1

fill out questionnaires  
**on-line**

**Fax this form**  
800-545-1110

Receive PDF files by e-mail  
print reports  
at school

**40¢** per student  
 I want this one

Number of survey keys needed for student logins

Questionnaire \_\_\_\_\_  
Last day for survey completion \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(CANNOT be earlier than 2nd calendar day prior to start of sale)*

option 2

fill out questionnaires  
**at school**

↓

Receive PDF files by e-mail  
print reports  
at school

**50¢** per student  
 I want this one

**Mail this form**  
with completed questionnaires  
**IN ONE BOX ONLY**

5225 Library Rd #317  
Bethel Park, PA 15102

Your cost is based on the number of students filling out a survey, NOT the number of reports you sell. Your pricing should be based on a per-student charge.

**IMPORTANT**

NUM \_\_\_\_\_  
PM \_\_\_\_\_  
Q \_\_\_\_\_  
ENT \_\_\_\_\_

Data Match Office Use Only