



**FORM 2: 2025 Core Survey Response Form**  
**(Please return by Friday, October 11, 2024)**

Our current undergraduate enrollment is \_\_\_\_\_ and our university is requesting \_\_\_\_\_ surveys, as indicated on the Core Institute chart below.

<b>Undergraduate Enrollment Range</b>	<b>Required Sample Size (Number of Returned Surveys Required)</b>	<b>Number of Students Needed for Email Surveys to obtain required sample</b>	<b>Number of Students Needed for Paper Surveys to obtain required sample</b>
Under 600	600 (everyone)		
600 – 3,000	600	1,800	700
3,001 – 10,000	700	2,100	800
10,000 – 20,000	800	2,400	900
20,000 – 30,000	900	2,700	1,000
Over 30,000	1,000	3,000	1,200

**Survey Method:**

- Paper survey in classroom
- \*Online survey through email

\*\*\*Please complete 2<sup>nd</sup> page of this document\*\*\*

**Survey Length:**

- “Long Form” (traditional)
- “Short Form”

**Campus Mailing Address**

Liaison’s Name/Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Phone Number for Recipient: \_\_\_\_\_

Institutional Liaison: \_\_\_\_\_

*Signature*

*Date*

\_\_\_\_\_  
*Print name*

**Return by Friday, October 11, 2024 by email at [lacasu@laregents.edu](mailto:lacasu@laregents.edu) FAX to 225-342-9318.**



Louisiana Center Addressing Substance Use  
in Collegiate Communities  
Louisiana Board of Regents  
1201 North 3<sup>rd</sup> Street, Suite 6-200  
Baton Rouge, LA 70802  
phone: 225-342-4253 • fax: 225-342-9318

**FORM 2a: Incentives for Online Survey Response Form**  
**(Friday, October 11, 2024)**

**NOTE:** This form applies to those institutions that will administer the online Core Survey only.

**Q1:** My institution  **will** OR  **will not** offer incentives for online survey completion.

**Q2:** Please describe the incentive(s) you plan to offer to participants for completing the online survey:

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**Q3:** We =  **have** OR  **have not** yet completed arrangements with the “sponsor” of the incentive(s).

**Q4:** We plan to mention availability of the incentive(s)

in our email announcements to students who are part of the random sample

on a “pop-up page” that comes up at the beginning of the online survey.

*(Check all that apply.)*

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