



Center for African American Recovery Development

RCO Toolkit

Resource 7.1C

Survey & Consent Form Template



7.1c: Survey & Consent Form Template

A model for gathering information transparently and respectfully.

Why This Matters

Trust is the foundation of Black-led recovery work. When we ask our people to share their stories or data, we must do it in a way that honors dignity, protects privacy, and makes clear that their voices will not be exploited. A well-designed survey and consent process is not just a legal formality — it's a cultural and ethical commitment.

Core Elements of a Respectful Consent Form

- **Plain Language:** No jargon, no legalese. Use everyday words so everyone understands what they're agreeing to.
 - **Purpose:** Clearly explain *why* the information is being gathered and *how* it will be used.
 - **Choice:** Participation must always be voluntary, with the right to stop at any time.
 - **Confidentiality:** Explain how data will be protected and who will have access.
 - **Respect:** Affirm that the person's identity, culture, and dignity will be honored in all reporting.
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Sample Consent Statement

"We are asking for your input to help strengthen recovery in our community. Your responses will be kept private and will only be used to improve services and advocacy led by our RCO. You can choose not to answer any question, and you may stop at any time. By continuing, you are giving consent for us to use your answers in a way that protects your privacy and respects your story."

Survey Starter Questions

1. What types of support have been most helpful to your recovery?
 2. What barriers make it harder for you to access recovery services?
 3. How connected do you feel to your community during your recovery journey?
 4. What resources or programs would you like to see offered by our RCO?
 5. In what ways has our RCO impacted your wellness, stability, or sense of belonging?
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Pro Tips for RCOs

- Keep surveys short — no more than 10 questions for general use.
 - Always share results back with participants (e.g., in community meetings or newsletters).
 - Use both quantitative data (numbers) and qualitative data (stories).
 - Ensure surveys are available in multiple formats (online, paper, oral).
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For advanced templates and training in community-based evaluation, connect with CAARD.