



**University of California**

Agriculture and Natural Resources

■ 4-H Youth Development Program

# Data Party Toolkit

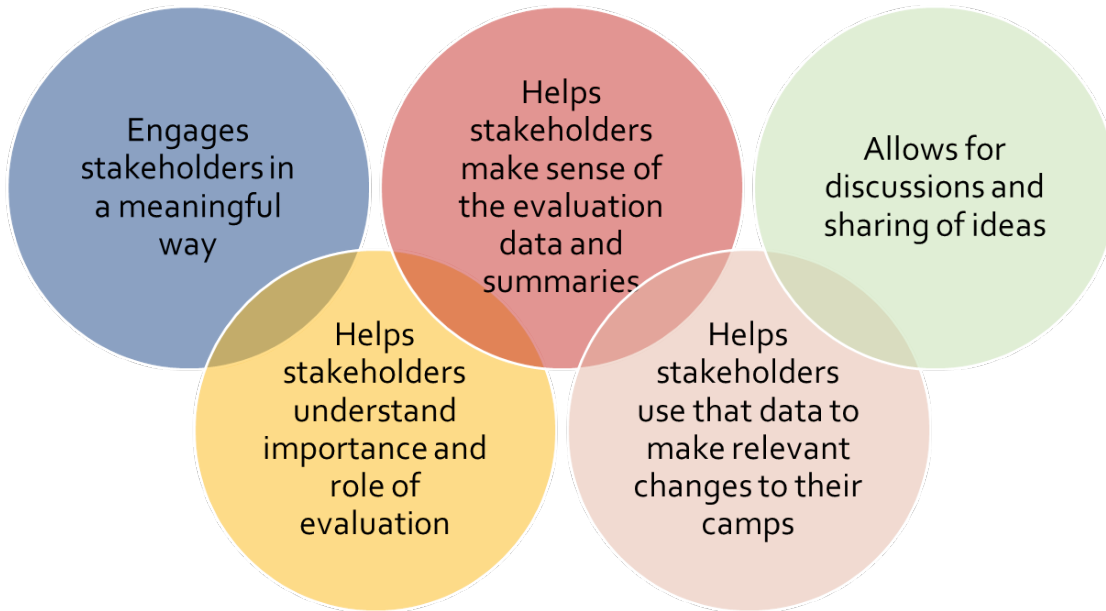
Developed by Kendra M. Lewis

Academic Coordinator for Evaluation

University of California 4-H Youth Development Program



# What is a data party?



- ▶ A “data party” is a unique way to bring together all the people invested in your program. Maybe it includes volunteers, your Board of Supervisors, county staff, or even youth. Each stakeholder has a different view on your program and has a voice to be heard. Data parties give everyone a chance to speak that voice and share back with the program their experience.
- ▶ Data parties can also be used to help interpret data. Perhaps you collected evaluation data on a program; a data party can be an opportunity to interpret that data not only with those familiar with research and evaluation, but those who helped plan and implement the program, or who took part in the program.
  - A great example of this is our 4-H camps. Several camps in California use a common evaluation survey to learn about their program. Having a data party allows the camp staff, adult and teens, learn how campers and teens felt about their camp experience. Camp staff can learn what may need to change for next year to help campers and teen staff have an even better experiences.
  - Perhaps your data has a result that’s difficult for you to understand. Having a data party may help you see the program from someone else’s perspective and help you better understand the data
- ▶ Data parties are also a fun way to share results of any sort of evaluation or research study. After all, *who doesn’t love a party?*



# How do I do it?

## Planning your data party

Use the steps below to help plan your data party

1. Think about the goal of your data party. What is it that you want to share? What do you want participants to get out of the data party? Be sure to share the purpose with your stakeholders!

*Example: I want to share the results from the Civic Engagement Common Measure completed by youth in our club programs. The purpose of this evaluation was to understand civic engagement in our county, and if youth are engaged in community service projects. We will use these results to generate ideas for engaging youth in more community service activities.*

2. Who do I want to share this with? Who should be present at this party?

*Example: I want to share these results with adult volunteers and junior and teens leaders, as well as county staff.*

3. What should I share? What data needs to be presented to this group?

*Example: I will share the who took the survey (number of youth, age, gender), and the percent that responded “yes” or “agree” to each question. I will also share a list of the community service projects that youth say was their favorite.*

4. How should I share it? What tools will I use? Large posters? Data placemats? Other tools?

*Example: I will create a short report that highlights the responses to each question. I will make large posters for questions that have interesting results or that I want to highlight. (Template graphs are available for all the National Common Measures!)*

5. When will the meeting be? How much time do I have?

*If you are having a data party to help you write a report or make some major program plans, you will need a minimum of three hours for sufficient discussion and planning. But data parties can be flexible to fit your needs and schedule. But remember, less time means less discussion; be prepared to keep participants on topic and to move conversations to the “parking lot” or “bike rack” if you need to move on with your schedule!*

6. Where will we meet?

*You can meet in-person or online! Zoom is a great way to include distant participants, or Google Groups!*



# How do I do it?

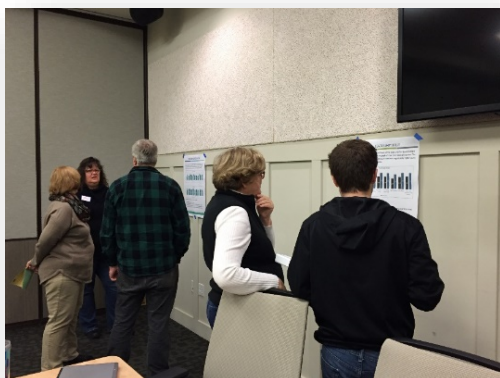
## Planning your data party

Once you've figured out the purpose and content of your data party:

1. Create a agenda (see the “[Sample Agenda](#)” for ideas)
2. To engage participants in a data party, create a flyer that will catch their attention and get their interest! See the “[Data Party Invite Template](#)” for a sample you can change to fit your needs. Or, incorporate a data party into an existing meeting.
3. Create your context (posters, placemats, etc.). Use the templates provided or create your own!
4. Gather party supplies.
5. Throw party. Have a great time. Repeat.

*Tip: be sure to end your data party with Action Planning. This could be action plans for those running the data party or for the participants, or both! How will the participants used what they learned from the data party back in their program? How will you use what you learned from the participants? Use the “[Action Plan Template](#)” if you need a sheet for action planning!*

*Tip: If the name “data party” doesn't work for you or your participants, change the name! Call it something that is meaningful to you and your stakeholders.*



*Camp staff at a data party in Davis, January 2017*



# The Gallery Walk

A gallery walk is a great way to show off results. Findings from a particular question or set of questions can be presented on a large poster with questions to prompt discussion among the participants. Below are instructions on how to do a gallery walk.



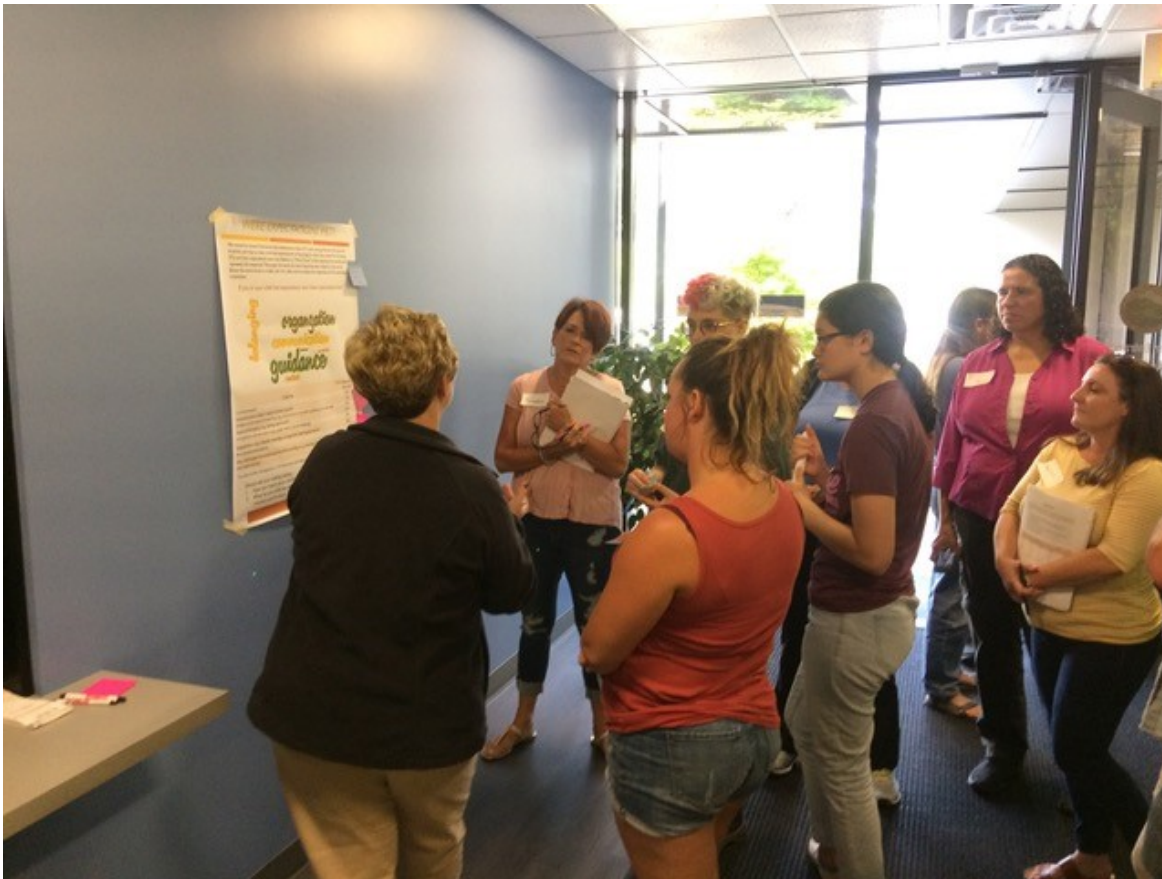
*Camp staff at a data party in Yosemite, November 2017*

- ▶ Several posters are placed around the room, and participants walk around the “gallery” to review and discuss each poster.
- ▶ Break participants into small groups (2-3 people). If you have a people from different counties or programs, or both youth and adults, be sure to get people to mix up so that they are not only with familiar faces.
- ▶ Encourage participants to talk to each poster and to review the findings, then discuss the prompt questions at the bottom of each poster.
- ▶ After giving participants time to look at the posters, bring the large group back together to discuss their overall thoughts, and any questions or concerns you may have that you’d like their thoughts on. Perhaps there was a finding that confused you and you’d like some input, or if participants were talking about similar topics at a poster, it might be worth discussing during the large-group session.



## The Gallery Walk: Tips

- ▶ Give participants post-it notes and pens to jot down thoughts and questions for each poster. Before you bring back the large group, gather the post-it notes and take a moment to see if there are any you'd like to discuss all together.
- ▶ A variation of this would be the “wandering flipchart”: have findings posted and ask for people write recommendations, then move onto the next one
- ▶ Not sure how to create a poster? Use the template (“Data Party Poster Template”) that’s provided as part of this toolkit!



*Project leaders at a data party in Concord, August 2018*



# Data Placemats


Data placements are a way to summarize data (maybe a certain question or set of questions) for individual think-time or small-group discussions. If you have group-specific findings (like county- or club-level) you can use placemats to make a placemat that is specific to that group. For example, at the data parties for the camp evaluation, the gallery walk posters summarize data from across the state. The data placemats are made for each county.

Need help creating the data placement? Use the template (“Data Placemat Template”) in this toolkit.


**County:** \_\_\_\_\_ **Source:** Camper

The word clouds below show the categories that came up most often in response to the open-ended questions as coded by the State Office.

*What was the best part of camp?*



*If you could change one thing about camp, what would make it better?*



Sample data placement from statewide camp evaluation



## Data Placemats: Tips

- ▶ Be sure to leave white space for participants to take notes. Also include “prompt questions” to facilitate discussion or the results on the placemat. Don’t know what to ask? Check out the “[Sample Prompt Questions](#)” in the resources folder.
- ▶ Put participants into groups. If making group-specific placemats, like by camp, have all staff and volunteers from that camp sit together.
- ▶ Give participants time to review the data and answer the prompt questions on the placemat.
- ▶ Bring the large group back together; ask small groups to share what they discussed. Perhaps go over some of the prompt questions together.
- ▶ If you want to have participants see only pieces of the placemat at a time, use post-it notes to cover different sections of the placemat. Instruct participants to “peel and reveal” the post-it notes only when you are ready for them to look at that section.



*Camp staff from Napa County discussing their results and making plans for future camp sessions*





## Suggested materials

- ▶ Large posters for the “gallery walk” (approximately 24 x 36 inches, or bigger if you prefer)
- ▶ Data placemats (11x17 legal paper)
- ▶ Post-it notes
- ▶ Pens or other writing utensils
- ▶ Party supplies (hats, balloons, streamers, candy, etc.)
- ▶ SWAG! Who doesn’t love free stuff?
- ▶ Have some other fun data-related items to have up on the walls or in the room such as chocolate kisses with “facts” on the bottom (printed on stickers)
- ▶ Have an icebreaker or game with data; check out the “Sample Crossword and Matching” for ideas! Sample can be found in the Templates folder.
- ▶ Templates can be downloaded from:  
<http://4h.ucanr.edu/files/289448.zip>
  - Includes a copy of a presentation made at the American Evaluation Association on data parties.
  - Includes sample posters and placemats



*Members of the Youth Retention Study Team throwing a data party at a conference in April 2018*



# Tips for a successful data party

- ▶ Staff love this opportunity to reflect. Be flexible with time; the group may need more time to review some of the data.
- ▶ Build in breaks-reviewing data takes a lot of brain power. Give your participants time to recharge.
- ▶ Give more time for complex information.
- ▶ If you have open-ended questions, having a data party is a great opportunity to have participants help you “code” the data and look for themes.
- ▶ Give participants plenty of time to view the posters in the gallery walk. These posters tend to be very engaging and ignite rich conversation. Having plenty of time for this session makes sure that you don’t cut off those conversations, but also give participants plenty of time to review all the posters.
- ▶ Some posters are more engaging than others, while other posters generate a lot of discussion. Some participants might need help keeping the conversation going, and some may need more pushing to move on to another poster. Try to get everyone to visit each poster.
- ▶ Have questions as part of each poster and placemat to prompt discussion.
- ▶ Have a lot of questions you want participants to help answer? Send the those questions ahead of time and bring their thoughts the day of the party.
- ▶ If you need participants to review results in a certain order, make sure to plan for that and provide instruction.
- ▶ Have an information sheet about where the data came from as a reminder for your participants. See the “[Data Information Example](#)” for a sample.
- ▶ Want to know if participants found your data party useful? Have them complete the “[Data Party Participant Questionnaire \(Evaluation\)](#)”.



## Resources

- ▶ If your participants need some more background on evaluation, here are some ideas:
  - Encourage them to complete modules on eXtension created by National 4-H around evaluation and using data to make informed decisions about our program. The modules can be accessed by looking up the "[4-H Common Measures and 4-H Lesson Study: Making Data-Driven Decisions](#)"
  - Incorporate activities from "[Dabbling in the Data](#)" to help participants understand the data you are sharing with them.
- ▶ Data placemats:
  - [https://www.slideshare.net/InnoNet\\_Eval/data-placemats-22200834](https://www.slideshare.net/InnoNet_Eval/data-placemats-22200834)
  - <http://comm.eval.org/viewdocument/presentation-from-eval17-1954-bri>
- ▶ Data parties
  - <https://www.pinterest.com/evaluationmaven/data-parties/>
  - <https://www.joe.org/joe/2013february/iw2.php>
  - <http://aea365.org/blog/have-a-party-to-share-evaluation-results-by-kendra-lewis/>
  - <https://www.acacamps.org/news-publications/blogs/research-360/have-data-party-share-evaluation-results>
- ▶ Making word clouds:
  - <https://elearningindustry.com/the-8-best-free-word-cloud-creation-tools-for-teachers>
  - <https://aea365.org/blog/sheila-b-robinson-on-fast-free-fun-on-the-fourth-with-word-cloud-generators/>



## Comments on data parties

- ▶ *“I really enjoyed the gallery walk and listening to the Ah-Ha moments as people processed the information. The discussions were rich as the different people in my group saw where change could help their camps become a rich and safe experience for youth. I think a data party is a useful tool in helping camp professionals design an exemplary camp experience.”*
- ▶ *“We will be having a meeting to share the data, discussing our current policies and job descriptions and working toward making positive changes based on this information.”*
- ▶ *“We received valuable feedback from not just the data, but from dialogue with other 4-H camp program leaders. It helps to keep us focused on what will make our camp program the best it can be.”*
- ▶ *“It was helpful to see that other camps struggle in some of the same areas as our camp. Some examples are: working with diversity and inclusion of all and outdoor educations.”*



*Camp staff at the data party in Yosemite, November 2017*

Did you find this toolkit useful? Let us know! Take a few moments to share your thoughts here: <http://bit.ly/2NvA9h7>

And don't forget the templates! <http://4h.ucanr.edu/files/289448.zip>