**Introduction**

This section would explain the following: What the survey is, to whom it was administered, who participated, the response rate, and other brief but relevant contextual information.

This section would be 1 – 2 paragraphs.

Results

This section would be categorized by sub-headings relevant to the content of the survey. Content would be in the form of text and/or graphs.

Sub-heading

This text would explain analysis of data in each sub section of results.

A graph or chart could appear as well.

Discussion

This section could include possible recommendations, information on when the survey will occur again, and/or next steps.

The very last thing to appear on the report will be a contact line. For questions about this report or data, please contact Full Name and title, Office, Email, phone.