

Program Evaluation



To receive credit for your organization's program, it is required that the President or his designee complete this form upon the program's completion. This form is due no later than two weeks after the program has been completed. This will be placed in your file as part of your organization's evaluation at the end of the semester. Thank you for your cooperation!

Name of Club/Org:		Name of Evaluator:	
Email:		Phone Number:	
Program Title:			
Date of Prog:	Time of Prog:	Location of Prog:	

How many total students attended your prog:	How many members of your org/club attended:
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What steps were taken to ensure this program would be organized & well-planned?

What could have been done to make it run more smoothly?

What methods of advertising were implemented?

When did you start advertising?	Where did you advertise?
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Please explain in detail the content of the program and how it turned out:

NOTE: Please attach a copy of your advertisement and an attendance list.

Please Email the form to the appropriate person or print the form and drop it off at the Office of Student Life & Leadership Development, Hillwood Commons, Rm. 102.