

## Committee Program Evaluation

Please submit this form within **two weeks** following completion of the event/program/fundraiser or at the end of year for all year programs. Return this form to the member of the PTSA Board of Directors responsible for the program and retain one copy for the program notebook.

Date: \_\_\_\_\_

Event/Program Name: \_\_\_\_\_

**Facilitator:**

Current Lead/Chair: \_\_\_\_\_ Contact Information: \_\_\_\_\_

How many hours did you spend as the Chair for this event/program? \_\_\_\_\_

What additional volunteers (people & hours) are needed for this event/program? \_\_\_\_\_

Were volunteer needs met for the program?  Yes  No Explain: \_\_\_\_\_

How is this program best led/chaired?  Single Chairperson  Co-Chairpersons  Committee

Would you be willing to chair this event/program again next year? Y/N

Or, can you recommend a replacement chair? \_\_\_\_\_

**Participants (where applicable):**

Estimated (Actual) Number of participants/people in attendance (if multiple events list by event or average attendance): \_\_\_\_\_

Estimated Cost per Participant: \_\_\_\_\_ Program Funded by:  PTSA  District  Participant

**Purpose: (use back of form for additional comments)**

**Program Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective/Goal:** \_\_\_\_\_

**How was the Objective measured?** \_\_\_\_\_

**Was the Objective met in the current year?** \_\_\_\_\_  
\_\_\_\_\_

**What worked well?** \_\_\_\_\_  
\_\_\_\_\_

**What didn't work well?** \_\_\_\_\_  
\_\_\_\_\_

**What changes would you suggest for next year?** \_\_\_\_\_  
\_\_\_\_\_

**Do you think this program should be renewed for the following year? Y/N Why?** \_\_\_\_\_  
\_\_\_\_\_

**How can PTSA better support this program?** \_\_\_\_\_

**Budget:**

**Current Year Budgeted Expense:** \_\_\_\_\_ **Current Year Budgeted Income:** \_\_\_\_\_

**Actual Cost of Program (Expense):** \_\_\_\_\_ **Actual Program Income:** \_\_\_\_\_

**Proposed Cost of Program (Expense):** \_\_\_\_\_ **Proposed Program Income:** \_\_\_\_\_