

# Evaluation and Reporting



## Evaluation and Reporting Information

Evaluation is a key component of any project, program or presentation. Feedback from your audience can help you to determine the most effective approach, the topics of most interest, and the best ways to present them.

Your Family Fun, Food and Fitness Event and this guide can also benefit from user feedback and evaluation. We encourage you to conduct a participant evaluation at your event to gauge success. Consider using questions included on the following page.

Completing an online evaluation and expenditure reporting form is a requirement of participation. Team Nutrition staff use the information reported to secure funding for future grant opportunities, feature grantee events and track compliance among grantees.

Send success stories and pictures to Kansas Team Nutrition at [jladd@ksde.org](mailto:jladd@ksde.org) and/or [ebrinkman@ksde.org](mailto:ebrinkman@ksde.org). Please double check that any students who are featured in the photos have photo release forms on file with your center or school.

### GRANTEE EVALUATION AND REPORTING REQUIREMENTS

Complete the online evaluation at:

<https://www.surveymonkey.com/s/DQ6LQSQ>

Grantees will be asked to report on the following:

**Event Information including:**

- Name/Theme of Event
- Activities featured at your event
- Target Audience
- Approximate number of participants at event
- Advice to other grantees planning a similar event

**Evaluation of Program**

**Materials:**

- Suggestions for improving event planning guide

**Sub-Grant Fund Expenditures**

Report approximate amount spent and provide a brief description of items purchased in the following categories

- Food
- Other Supplies
- Event Promotion
- Printing
- Incentives (no more than \$12 of sub-grant funds may be spent on incentives)
- Other



**Participant Evaluations:**

Keep the participant evaluation simple and short in order to maximize the number of attendees who complete the evaluation. Also, be sure to announce to the group that evaluations are available. Consider ending with an open-ended question where attendees can share their experience with the event!

**Sample participant evaluation questions:**

- Was the event fun and enjoyable?
- Were the activities easy to understand?
- Name one thing you learned at the event?
- What activities will you try at home?
- What was your favorite nutrition activity?
- What was your favorite physical activity?
- What was your least favorite activity?
- Would you attend another, similar event in the future?
- What would you like to see at future events
- What day of the would work best for future events?
- What time of day would work best for future events?
- Number of people who attended from your family?

**Evaluate Event Success with Planning**

**Committee and Volunteers:**

Sit down with the planning committee and event volunteers soon after your event to conduct an “event download” and discuss successes and challenges of your event. Be sure to cover every aspect of the event and set a positive tone where candid feedback is appreciated. This is a great time to fill out the online evaluation so that the group can provide input and the event is fresh on everyone's mind.

Possible Topics to discuss:

- Preparation planning
- Timeline for communications, invitations, etc.
- Activities
- Event set-up
- General event flow and timing
- Opportunities for improvements
- Successes and challenges at the event
- Ideas for future events



