

VOLUNTEER FORM - POST EVENT ASSESSMENT

NAME OF THE EVENT: _____
DATE OF EVENT: _____
LOCATION: _____
VOLUNTEERS: _____
HOME & SCHOOL STEERING
COMMITTEE LIAISON: _____

Thank you for your work on this event and for taking the time to provide feedback so we can ensure all St. Ann's Home & School Association activities are as successful and meaningful as possible. Please fill in the information requested below and submit completed form and supporting documents to your St. Ann Home & School Association Steering Committee liaison or to Home & School Steering Committee Co-chairs, Lynn Wood, lwood@wcgpr.com or Kari Fernholz, kariferholz@gmail.com.

1. Approximately how many hours did your committee spend planning for the event (Meeting time, phone calls, communication)?
2. Approximately how many hours did your committee spend executing the event (coordinating with volunteers, setting up, take down, etc.)?
3. What was the most rewarding part of serving on the committee?
4. What was the most challenging part about working on the committee?
5. What is your overall satisfaction with the experience, on a scale of 1 to 5 with 5 being a great experience and 1 being a disappointing experience?
6. Based on your experience with the event this year, what 5 top recommendations would you make to enhance the event in the future?

In addition, we ask that you take some time to organize and archive your notes RE: planning for the event, using the following guidelines, along with any other notes or relevant information you may have:

1. Timeline considerations for planning the event (ie. Starting with when the committee begins to meet through the post-event follow up activities)
2. Summary of event expenses
3. Summary of event income
4. Overview of volunteer needs
5. Inventory of what was purchased or procured for baskets, silent auction, etc.
6. Inventory of what was purchased for the dinner
7. Inventory of anything that was left over after the event (i.e. Items that can be repurposed for a future H&S event)
8. Recommendations about how to most effectively organize the management of the event (i.e. one person takes care of donations, baskets, silent auction, etc.)