

ST. ROBERT HOME & SCHOOL

EVENT/COMMITTEE FEEDBACK FORM

**PLEASE SUBMIT THIS FORM WITHIN ONE WEEK AFTER YOUR
EVENT DATE**

Thank you very much for chairing this event for the Home & School Association this year.

As your event comes to a close, please take some time to answer these questions regarding your event. Your input will help us continue to use our valuable volunteer time and funds as efficiently as possible. Make your suggestions on this form and return it to your Home & School VP through the school office or via email.

Chairperson completing this form: _____

EVENT DESCRIPTION:

Would you recommend any changes to the above description?

- No Yes (make recommendations below)

How many people attended, participated in or were served by this event/committee? _____

Please indicate the number of volunteers needed for this event to run smoothly. If you recommend a change to the number of volunteers, a H&S representative will contact you to discuss.

- Keep the same Change to: _____

Did all volunteers on your list participate?

- Yes No (please submit these names to Carrie Kohloff, Volunteer Coordinator)

Did your event require assistance from school staff?

- Yes (please list staff member(s) and approximate number of hours

- No

Would you chair this event next year?

- Yes No, but I would recommend: _____

Was the budget for this event/committee adequate? If you recommend a change, a H&S representative will contact you to discuss.

- Yes No, I recommend changing it to: _____

Are the fundraising expectations of this event/committee realistic? If you recommend a change, a H&S representative will contact you to discuss.

- Yes
 No, I recommend changing it to: _____
 Not a fundraising event

EVALUATION

How would you evaluate the effectiveness of the committee, event or activity? Consider the following in your response.

- Was the end result worth the time and effort of the chairs and volunteers?
- Should the committee, event or activity be continued in the future?
- Please provide any other observations or recommendations for future planning