



**ALUMNI AFFILIATE ORGANIZATION
 PROGRAM EVALUATION FORM**

Remember to complete this form and turn it in to Justin via email (jgerboe@fullerton.edu) within two weeks of your event. Future funding requests will not be considered until all previous evaluations have been completed.

Date form submitted: _____

Chapter/club: _____

Submitter's name: _____ Submitter's email address: _____

Submitter's phone number: _____

Program title: _____

Program date: _____

Actual co-sponsors:

- Another chapter
- A campus department
- An off-campus organization
- A campus student organization

Who were they?

Attendance

How many people attended from each of the following categories?

Alumni	
Students	
Faculty/staff	
Parents	
Guests	

NOTE: Please attach a scan of your participant list/sign in sheet to this email.

Final actual budget spent: _____

Please describe why the actual spent is higher/lower than on your budget request:

Have all receipts been submitted for reimbursement?

If no, please complete the reimbursement form and submit within two weeks of the event.

Yes

No

Please rate the following statements from 0 (overwhelmingly no) to 4 (overwhelmingly yes)

Did the event match the description in the Allocation Request?

Did the event fulfill the Alumni Association's mission statement?

Was the event worth the cost?

Did the audience seem to enjoy the event?

Would you recommend the chapter host this or a similar event in the future?

What went well with the program?

What would you do differently?

Event recap for alumni news (3-4 sentences):

A short blurb that can help others see how well the program went.

Anything else you want to share about the event?

Attach photos taken at the event to be used with the recap and the Alumni Association Flickr page.