**BROOKDALE 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. 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 the HSA Board via email.

**Chairperson completing this form**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

Keep the same Change to: \_\_\_\_\_\_\_\_

Did all volunteers on your list participate?

Yes No

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?

Yes No, I recommend changing it to:

Are the fundraising expectations of this event/committee realistic?

Yes

No, I recommend changing it to: \_\_\_\_\_\_\_\_

Not a fundraising event

Please use the other side of this sheet to evaluate your event. 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