

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Project evaluation form

Upon completion of your project, evaluate its success. Identify the strengths and weaknesses of the program, and list any ideas that may be helpful if sponsoring the same program in the future.

Name of project: _____ Project date: _____

Committee responsible for project: _____

Location of project: _____

How would you rate the project overall? Poor____ Fair____ Good____ Excellent____

What were the goals of the project: _____

Were the goals of the project achieved? Which one(s)? Why? Why not? _____

Participation

Who did you expect to participate in the project? (club members, students, faculty, community, etc.) _____

Who actually participated in the project? _____

Finances

Budget _____

Total income _____

Total expenses _____

Net profit/loss _____

Publicity

Specify the method(s) of publicity used: _____

Was the project publicized effectively? Yes____ No____

List publicity suggestions for the future: _____

Future planning

Would you recommend doing this project again in the future? Yes____ No____ Why? Why not? _____

List any program suggestions for this project in the future: _____

a Kiwanis-family member
www.keyclub.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA
317-875-8755 US AND CANADA: 800-KIWANIS e-mail: keyclub@kiwanis.org