

Instructions for Administration of the Rutgers Cooperative Extension Program Evaluation for Youth Audiences

The code for identifying the grade of the Program Evaluation Form is located in the upper right hand corner. Form GRK-3 is designed for use with youth audiences, grades K-3 and Form GR4-13 is to be used with older youth audiences grades 4-13. Form GR4-13 may also be used with adult audiences.

To the Program Presenter:

1. Provide an adequate supply of
 - program evaluation forms
 - pencils or pens
 - envelope for completed program evaluation forms
2. Select someone other than yourself to administer the evaluation.
3. Write the information needed for the top of the Program Evaluation Form on a chalkboard or easel. (This includes the program title, date and your name.) **Note:** This information can be typed on the form before duplicating the number of forms needed for the participants of your program to complete.
4. If you are using Form GRK-3, you will need to select two topics or statements that reflect the educational objectives of your program. One topic or statement should be written on each of the lines next to questions 1 and 2. Program participants can write this information on their form or you may want to type the topics or statements onto the form prior to duplicating the number of copies you need for the program participants to complete.
5. Cut this sheet along the dotted line and give the bottom half to the volunteer administering the evaluation.
6. Leave the room for 5-10 minutes while program participants are completing the Program Evaluation Form.
(Cut on dotted line below and give bottom half to volunteer.)

Note: Once completed forms are received, have someone enter data into the corresponding Excel worksheet (found online at www.rce.rutgers.edu/evaluation) to calculate results and print report.

To Volunteer Administering the Program Evaluation:

1. **Introduce** yourself to the group and distribute Program Evaluation Forms and pencils or pens.
2. **Read** the information needed on the top of Program Evaluation Form if it is not already typed on the form.
3. **Read** the directions on the Program Evaluation Form.
4. If you are administering the Program Evaluation to younger children it is recommended that you read each question and allow time for them to complete it before you read the next question.
5. **Request** silence from the program participants while they are completing the Program Evaluation Form.
6. **Collect all Program Evaluation Forms and pencils/pens.** Place Program Evaluations in the envelope provided.
7. **Seal envelope** and give to program presenter.
8. **Thank everyone** for completing the Program Evaluation Form. Their comments and suggestions are very important.