



## 4-H YOUTH DEVELOPMENT PROGRAM

### **Instructions for Administration of the New Jersey 4-H Public Presentations County/State Evaluation Form**

The NJ 4-H Public Presentations Evaluation Form is designed to use with 4-H Public Presentations at the club, county, and state level. It is not designed to use with workshops preparing youth for Public Presentations or other programs teaching public speaking.

#### **PREPARATION/ADMINISTRATION PROCESS:**

1. Provide adequate supply of
  - a. Evaluation forms – print *Assent to Participate* (shaded box with information on the evaluation) on one side, back with actual evaluation form
  - b. Pencils, pens or other markers
  - c. Envelope for completed forms
2. Select someone to administer the evaluation and review with the selected volunteer(s):
  - a. Administration Process
  - b. *Assent to Participate* background, importance, and script
3. Administrative Process
  - a. Introduce yourself to the audience
  - b. Distribute the evaluations and pencils/pens
  - c. Draw attention to participants to the shaded box on the reverse side of the evaluation form (this is the *Assent to Participate* piece)
  - d. Read the *Assent to Participate* or verbally review the critical aspects with the audience
4. If your audience is young children or low level reading skills, it is recommended that you read each topic or statement and allow time for them to complete their answer before reading the next one.
  - a. For statement #6 – Incorporated technology: if technology was not used in any way (research, PowerPoint, digital photos, etc.) tell the participants to leave BLANK
5. Collect all Program Evaluation Forms and pencils/pens. Place evaluation forms in the envelope provided and seal.
6. Thank the audience for completing the Program Evaluation Form and let them know that their answers and suggestions are very important.
7. Give sealed envelope to the Program Presenter.

#### **DATA ENTRY/TABULATION PROCESS:**

1. Find the corresponding Excel worksheet (found at <http://njaes.rutgers.edu/evaluation/#teaching>).
2. Review the directions for entering data (directions are also located on the top left of each corresponding worksheets).
3. Start with a blank copy of worksheet for each program taught.

## Entering Evaluations

1. Start by adding County name (enter in N5), Date of event (enter in N6), and Location (enter in N7)
2. For each completed evaluation form, enter beginning with Participant #1 in Column A (Row 27).
3. Tab over to record evaluation results beginning with Q1 (first statement of evaluation).
4. Q1-Q11 (following statements in evaluation): enter the appropriate "number" response (COLUMNS B-L)

1=Strongly Disagree

2=Disagree

3=Neutral

4=Agree

5=Strongly Agree

**NOTE:** Leave unanswered statements BLANK, putting in a 0 (zero) will alter averages

5. Open ended statements can be summarized on INOWNWORDS sheet (see menu tab at bottom) or using Word.
6. For question on willingness to speak about 4-H enter Y for Yes, N for No.
7. Demographics enter:
  - GENDER:** M or F
  - GRADE:** Number - for Kindergarten, enter 0 (zero)
  - COUNTY** Name – can leave blank; more for State event tracking
  - YEARS:** Number - For 0/none - leave blank or it will alter average
8. After entering one participant's information, return to next participant number in next row under Column A.
  - a. If you have more than 200 participants, **INSERT** row(s) **before** Row 226, otherwise the automatic calculations will not include any data after Row 226
9. Data analysis for each statement (1-11) includes:
  - a. AVERAGE Rating – arithmetic mean of ratings by statement
  - b. MODE – most frequently occurring value
  - c. % MODE – percent of each rating response for each statement
10. Other tabulations include:
  - a. Willing to speak about 4-H – number and percent "Yes" and "No"
  - b. Gender – number and percent of males: females
  - c. Division – number and percent by Junior, Senior, and Cloverbud grade levels
  - d. Number of 4-H Public Presentations –
    - i. Average number of years by club, county, and state levels
    - ii. Actual number of years (1<sup>st</sup> -14<sup>th</sup>) by club, county, and state levels
  - e. Grade – number of participants by grades, K-13
  - f. Years in 4-H – actual number of years (1-14) of participants in 4-H
  - g. County – number of participants by county
11. To print results, select and highlight results section. Under File, select Print Area and then Set Print Area. Next, select Print.

## **Rutgers Cooperative Extension Program Evaluation for Youth Audiences ASSENT OF PARTICIPANTS**

Assent from a minor must be obtained in a language that is understandable to him/her and which requires use of an age appropriate assent form (either verbal or written) instead of a consent form used to obtain permission from the minor's parent(s) or guardian(s).

Assent is demonstrated by a child's agreement to participate. It is required that adequate provisions are made to solicit assent from youth when implementing the Rutgers Cooperative Extension Program Evaluation for Youth Audiences.

To ensure that guidelines are followed in obtaining assent, it is important to review the written assent piece at the top of each form with the audience before they complete the evaluation.

1. Introduce Yourself
2. Read the paragraph at the top of the evaluation form OR be sure to verbally review these critical aspects:
  - a. Confidential – we can't track their evaluation form back to them; there is no place for them to put their name or other ways to identify; only thing we ask is their grade
  - b. Risks and Benefits – there aren't any risks associated with completing the survey and if they don't want to complete, they can't be denied participating in future programs, no one will be upset with them, etc. There really aren't benefits, either – except they may find out more about what they learned and with what they still might need help
  - c. Free Choice – if they don't want to fill out, they don't have to; they can stop at any time
  - d. Questions – let them know if there are questions you will answer what you can; refer them to call/contact the Program contact listed in the paragraph; questions from parents/guardians or related to evaluation process should be referred to the Institutional Review Board – which is also listed in the paragraph
3. Thank participants for participating in the program and completing the evaluation. Let them know their feedback is important to planning future programs.