

## **SFP 10-14 Site Coordinator Evaluation Checklist**

With regards to SFP 10-14 evaluation, the job of the site coordinator is supervising program evaluation, filling out the implementation form/contact sheet, gathering/sorting data, and sending the data to us here at Washington State University for further processing.

The following step-by-step checklist has been developed to help you with your evaluation needs.

### **Preparation for first night (or orientation night)**

- Make sure that facilitators are prepared to conduct the evaluation on night one
  - Let facilitators know to plan at least an additional half hour for evaluation (if not holding orientation night)
  - Facilitators have reviewed the evaluation protocol
  - Facilitators have reviewed the evaluation forms
  - Facilitators understand what they need to do to conduct the evaluation
  - The forms have been printed out and ready to go for the first night
    - Parent demographics information
    - Attendance sheet
    - Parent pretest
    - Youth pretest

### **Attendance sheet**

- Make sure that an attendance is being kept for each night of the program
  - Orientation night (if applicable)
  - Night 1
  - Night 2
  - Night 3
  - Night 4
  - Night 5
  - Night 6
  - Night 7

### **Preparation for night seven**

- Make sure that facilitators are prepared to conduct the evaluation on night seven
  - Facilitators have reviewed the evaluation protocol
  - Facilitators have reviewed the evaluation forms
  - Facilitators understand what they need to do to conduct the evaluation
  - The forms have been printed out and ready to go for the last night
    - Attendance sheet
    - Parent posttest
    - Youth posttest

## **Sorting data**

- Getting/Sorting the data
  - Fill out the implementation survey
  - Fill out the contact sheet
  - Clip together parent demographics and pretest
  - Clip together just the parent posttest
  - Clip together just the youth pretest
  - Clip together just the youth posttest

## **Suggested order of forms**

- The order of forms
  - Contact sheet
  - Implementation form
  - Attendance sheets
  - Parent demographics and pretest
  - Parent posttest
  - Youth pretest
  - Youth posttest

## **Send the evaluation forms**

- Send the evaluation forms
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  - PO Box 4852
  - Washington State University
  - Pullman, WA 99164-4852