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
   Laura Hill
   Department of Human Development
   PO Box 4852
   Washington State University
   Pullman, WA 99164-4852