

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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