

SFP 10-14 Program Facilitator Evaluation Checklist

The facilitators administer the pretest and posttest data and also collect the attendance. The following step-by-step checklist has been developed to help you with your evaluation needs.

Preparation for first night (or orientation night)

- Complete preparation for first night (or Orientation night)
 - Review the evaluation protocol
 - Review the evaluation forms
 - Print out all the necessary forms
 - Parent demographics forms
 - Attendance sheet
 - Parent pretest
 - Youth pretest

Night one (or orientation night)

- Distribute the necessary forms to participants
 - Parent demographics form (filled by just one parent)
 - Parent pretest (parents and caregivers who attend)
 - Attendance sheet (Initial and birthyear)
 - Youth pretest
- Check to see that adults have filled out their birth year and initial of their last name
- Check to see that youths have filled out their birth year and initial of their last name
- Give all the completed forms to site coordinator

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

- Complete preparation for last night
 - Review the evaluation protocol
 - Review the evaluation forms
 - Print out all the necessary forms
 - Attendance sheet
 - Parent posttest
 - Youth posttest

Night seven

- Distribute the necessary forms to participants
 - Parent posttest (parents and caregivers who attend)
 - Attendance sheet (Initial and birthyear)
 - Youth posttest
- Check to see that adults have filled out their birth year and initial of their last name
- Check to see that youths have filled out their birth year and initial of their last name
- Give all the completed forms to site coordinator