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