**Process Evaluation Worksheet**

**Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**People Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **What were the group’s original goals?** |  |
| **What was the outcome?** |  |
| **If original goals were not achieved, what were the reasons?** |  |
| **What were some key successes and how were they achieved?** |  |
| **What were major challenges and how did you resolve them?** |  |
| **What worked and what did not?** |  |

**Process Evaluation Worksheet**

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|  | **Item** | **Details** |
| **Resource Tracking** | Spaces used for meetings |  |
| Meeting refreshments |  |
| Other materials |  |
| Number of volunteers involved |  |
| Volunteer titles and names |  |
| Number and reason for volunteer withdrawals |  |
| **Meeting  Tracking** | Number of sessions |  |
| Number of guest speakers |  |
| Number of special events |  |
| Type of special events |  |
| **Finances** | Donor list |  |
| Donations received |  |
| In-kind received |  |
| Grants received |  |
| Funds raised (sources) |  |
| **Partner Tracking** | Organizational partner |  |
| Contribution of organizational partner |  |
| Local partners |  |
| Contribution of  local partners |  |
| **Program Promotion** | Current methods of program promotion |  |
| Methods that are working well |  |
| Methods that are not working well |  |
| **Membership Tracking** | Total number of members to date |  |
| Average attendance |  |
| Number of withdrawals and reasons |  |
| Number of people on waitlists |  |