

Extracurricular Program Evaluations

Enter name of Extracurricular Program.

Enter name(s) of Extracurricular Sponsor(s).

Enter academic year

**Extracurricular Program Evaluations**

**Introduction to Extracurricular Program Evaluations**

The definition of extra-curricular activities, as distinguished from co-curricular activities, occurred during the July 2020 UARM co-curricular team meeting. Extracurricular activities were further defined as those experiences that provide the opportunity to engage with the institution and that connect students to others within the community in meaningful ways.

Beginning with the 2020-2021 academic year, extracurricular events are to be evaluated under separate criteria from co-curricular activities. Extracurricular program evaluation will focus on effective and efficient planning for, and assessment of, student engagement.

**Sponsor Directions: Complete each section of information throughout the semester. Section 3 is the end-of-year summary. Submit by the end of the spring semester.**

Table 1 Planning phase: target group & purpose, budget, and promotional materials

Table 2 Participation Reporting and Survey Results

Table 3 Program Assessment and Action Plan

**File Submission Directions: Follow these directions to save, name, and submit assessment document files.**

Participant Surveys File: Tabulate your participant surveys and enter the survey ratings in Table 2. Save and scan a few of the surveys from the program events into one file, and submit the one file at the end of the year. You may include a flyer if there is one available. Submit this file at the end of the spring semester.

**Name the file:** (Example: Soccer surveys 2020-2021)

Extracurricular Program Evaluation File: Complete the information in Table 3 and submit the document no later than the end of the spring semester.

**Name the file:** (Example: Soccer Program Evaluation 2020-2021)

Submit documents: Email the files to [mgodfrey@uarichmountain.edu](mailto:mgodfrey@uarichmountain.edu)

|  |  |
| --- | --- |
|  | **Program Events may be grouped for the year: soccer 2020-21, SGA 2020-21, choir 2020-21, baseball 2020-21, etc.** |
| **Table 1 Planning Phase** | Program name | |
| **Enter target group or purpose** | Target group or purpose | |
| Budget amount estimated/requested | Enter estimated/approved budget | |
| Funding source | Choose a funding source from the list | |
| Budget Summary | Choose a description from the list. | |
| Promotional Materials Distributed (scan and submit sample(s) with the survey samples) | Choose Yes/No | |

|  | **Program Events may be grouped for the year: soccer 2020-21, SGA 2020-21, choir 2020-21, baseball 2020-21, etc.** |
| --- | --- |
| **Table 2 Participation & Engagement** | Program name |
| **Enter estimated AVERAGE participation numbers including participants/guests** | Click or tap here to enter numbers. |
| **Participant survey ratings** | Groups may be surveyed at the end of the semester, season, or year |
| Excellent | number of excellent ratings |
| Good | number of good ratings |
| Fair/poor | number of fair/poor ratings |
| **Total surveys** | total number of ratings or N/A |

**Table 3. Year End Program Review: Assessment, Action Plan, & Timeline to “close the loop”**

**Based on your review and assessments of the extracurricular program, how will it be modified?**

**Make reference to the data from sections 1 & 2 as needed, and use other observations/insights for improvement.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Overall success of the program based on observations and surveys | Are changes or improvements anticipated? | Responsible Person | Action to be taken with rationale | Date to be finished |
| Program name | Choose an overall level of success for the program. | Choose Yes or No. | Enter Name | Describe action to be taken | Enter due date. |
|  |  |  |  | \*\*\* End of Document \*\*\* |  |