

Process Evaluation Worksheet

Group Name: _____

Evaluation Date: _____

People Involved: _____

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

	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	