



IH PTO Program Evaluation Form

Thank you very much for all your hard work. The PTO appreciates your willingness to be a chair and work diligently for a successful program. Before the Program is too far off of your radar, the PTO would like to gather some information from you. Would you please take a few minutes to send the following information:

- (a) **A description of the event or program.** Please include the tasks that you were responsible for and how you accomplished them (i.e. a job description), as well as important dates, times, places and numbers (students, staff, etc.)

- (b) **The names and contact information of people who were integral to the event or program.** This could include school staff or other crucial volunteers.

- (c) **Describe what worked about your program or event.** What went well or what innovations or changes did you make? What should we remember to do again next year?

- (d) **Describe what you would do differently next year.** What problems or pitfalls did you run in to? What should we have as heads up for next year?

- (e) **Was your budget appropriate to stage the event?** If possible, please give a brief breakdown on the back of this page of your expenses (i.e. food, decorations, signage)

- (f) **Let us know if you would consider doing the same job next year.** We would like to begin the process of filling chairs for next year as we review the current year's event. If you are interested in a different job next year, please let us know that too!

Thank you again for your involvement and support of PTO!