

CLAYTON STATE UNIVERSITY
Student Fees Advisory Board

Activity, Event and Program Evaluation

The purpose of this evaluation form is:

1. Provide the Student Fees Advisory Board with specific information regarding the sponsored activity, event or program
 2. Serve as a tool for evaluating the success of your activity, event or program
 3. Serve as a tool in evaluating future Student Fees Advisory Board decisions
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Activity, Event or Program details

Student Organization: _____ Contact: _____

President: _____ Email: _____

Advisor: _____ Ext: _____

Title: _____

Location: _____

Date: _____

Time: _____

Type of activity, event or program: Educational: _____ Multicultural: _____ Social: _____
Other: _____

If other, please specify: _____

Was there an admission fee? Yes / No If yes, what was the admission price? _____

List all of the co-sponsors for this activity, event or program: _____

How many students were in attendance: _____

Total amount budgeted for this activity, event or program? \$ _____

Did you use any additional funds other than Student Activity Fees? Yes / No

If yes, please list: _____

1. Detail how you spent your allocated funds: _____

2. Could your organization have used additional funding? Yes / No
3. If yes, describe what you would have spent the additional funds on: _____

4. What was the objective your activity, event or program? _____

5. Was the objective or purpose accomplished? _____
6. How did this activity, event or program align with your organization's mission and/or purpose?

7. Provide a brief summary of the activity, event or program's accomplishments: _____

8. Describe your marketing methods: _____

9. Were your marketing methods successful? _____
10. How could this activity, event or program have been improved? _____

