

Sample Evaluation Program Volunteers
Columbus Chapter
Mission Focused Program Evaluation

To be completed by the CCS Volunteer

Christ Child Society of Columbus Mission: The Christ Child Society is a non-profit organization of members dedicated to service to children in need, for love of the Christ Child.

Please fill out this form as if you are explaining the project to someone who does not already know what you are doing for CCS of Columbus. It will be used for a report to National and to provide for ongoing project evaluation with recommendations to the CCS Board. Please return this form to (name) by (date).

Project/Program:

Chairperson(s):

Number of Active Volunteers: Number of Annual Volunteer Hours:

Number of Children Being Served Annually: Ages of Children Being Served:

Program

Describe the program-

Does the program fall within our mission?

How do you know this program is needed in our community?

With which organization(s) are you working? Please list or attach the name of the organization(s), address, contact person, telephone number, and email address.

Which needs of at-risk children are you trying to meet?

Is your project/program meeting the needs described above?

Which specific service(s) and/or materials does the project/program provide?

What is your budget for the year? What should your budget be next year?

Is the cost of the program reasonable for the quality and quantity of items or service provided?

Identify any changes made in the project/program during the year, and explain whether or not these changes have been effective.

Include the reasons the changes were made.

Volunteers/Member Engagement

Do you have an adequate number of volunteers in this project/program? Please explain.

Describe the duties and/or work performed by the volunteers in this project/program.

Have any new volunteers joined the program this last year? If yes, how many?

How many regular volunteers left the program in the last year? Do you have any insights as to why they left?

Was there an opportunity this year for new members or current members to see the program in operation or to learn about it? Please explain and suggest how can we do more to invite volunteers to the project?

Future of Program

Should the project/program continue? Why or why not?

Is this the best organization for us to be working with?

As you look to the future, where do you see this project/program- a year from now?

Three to five years from now?

Have you been made aware of other needs at the organization you serve that we should evaluate for a future program? How were you made aware?

Any additional comments?