

Expense Report and Program Evaluation

Organization:	Other Organizations:
Event Name:	Date and Location:

Event Details

- Activity
- Conference

Goals of the program:

Description of the event/activity:

Expense Report

Quantity	Description	Unit Price	Amount
Total:			

Requestor's Signature	Printed Name	Date
-----------------------	--------------	------

<p>Check one of the Following:</p> <p><input type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Pick up Check</p> <p><input type="checkbox"/> Transfer Funds to School Account</p>	<p>Check Payable to:</p> <p>Organization _____</p> <p>Requestor _____</p> <p>Other _____</p>
--	--

Program Evaluation

Name: _____

Name of program: _____

Date of program: _____

Attendance: _____

On a scale of 1-10 (1 = poor, 10=excellent), how would you rate this program? _____

Goal of Program:

Description of program:

1. How was the program advertised?

2. Positive aspects of the program:

3. Improvements for future programming:

5. Why did (or did not) people attend?

6. Would you do this program again or recommend it to another organization? Why/why not?

7. Your thoughts & comments from students:

Checklist

- | | |
|---|--|
| <input type="checkbox"/> Event Details Completed | <input type="checkbox"/> Program Evaluation Attached |
| <input type="checkbox"/> Expense Report Completely Filled Out | <input type="checkbox"/> Receipts Attached |