



## STUDENT ACTIVITY EVALUATION FORM

**The following form is to be completed by a board member and the club executive officer:**

Name of the club : \_\_\_\_\_

Activity type and title : \_\_\_\_\_

Date and location : \_\_\_\_\_

Guest Speaker(s) : \_\_\_\_\_  
(If applicable)

**Kindly check the column that truly describes your opinion and overall evaluation on each item related to the activity.**

**(E=Excellent VG=Very Good F=Fair NI=Needs Improvement NA=Not Applicable.)**

	E	VG	F	NI	NA
<b>Activity</b>					
The title of the event is appropriate.					
<b>Objectives of the Activity</b>					
These are congruent with the mission of the University					
These reflect the objectives and goals of the club.					
<b>Preparation</b>					
All group members worked equally in the preparation of the event.					
All board members were involved in the coordination of the event.					
The date and time of the event were appropriate					
The members used efficiently and effectively the available resources.					
The members followed and abided by the procedures and rules of the Student Activities department.					

<b>Implementation</b>					
The board and club members worked cooperatively throughout the event.					
The board and club members used appropriately the available resources during the event.					
The activity enhanced team-work and communication between the members.					
The board and club members maintained punctuality during the preparation and implementation of the activity.					
<b>Speaker(s) (if applicable)</b>					
The guest speaker(s) gave new and beneficial information to the audience.					
The guest speaker(s) narrated the information with interest and meaning.					
<b>Audience</b>					
The participants showed interest and actively participated in the event.					
Order and control were maintained throughout the event.					
<b>Facilities</b>					
The room/venue was suitable for the event.					
The room/venue occupied remained clean and orderly during and after the event.					
All University equipment and material borrowed were returned in good condition.					

**Comments and Suggestions:**

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