**SOBP Special Projects Evaluation Form**

This form must be completed and submitted to sobp@sobp.org within 30 days of the project’s completion. The evaluation helps assess the overall success of the initiative.

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| 1. **Project Information** |
| **Project Title** |
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| **Date(s) of Event** |
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| **Primary contact name, email and telephone number** |
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| **Meeting Format** |
| In-Person Virtual  Hybrid |

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| 1. **Attendance** |
| **Total number of participants/attendees** |
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| **Breakdown of attendees (if applicable)** |
| * Graduate students: * Early-career professionals: * Mid-career professionals: * Senior professionals: * General public: * Other: |

| 1. **Project Execution** |
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| **Logistical support** |
| Were all necessary resources and logistics adequately provided? Yes No  If not, provide a brief explanation focusing on the major challenges (max 200 words) |

| 1. **Participant Feedback** |
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| **Summary of Participant Feedback** |
| Please summarize the participants’ feedback and key take-away points (max 400 words) |
| **Number of attendees completing the Feedback form** |
|  |
| **Overall Satisfaction** |
| Please provide the breakdown to the item “How would you rate your overall experience?”  % Excellent:  % Good  %Neutral:  %Poor:  %Very Poor: |
| **Relevance** |
| Please provide the breakdown to the item “The project content was relevant and beneficial to me”  %Strongly Agree:  % Agree:  % Neutral:  % Disagree:  % Strongly Disagree: |
| **Future Participation** |
| Please provide the breakdown to the item “Would you participate in a similar activity again if offered?”  %Yes:  % No: |

| 1. **Financial Summary** |
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| **Funds allocated and Funds Used** |
| Total funds allocated: $  Total funds used: $ |
| **Additional Funding (if applicable)** |
| If the total expenses exceeded the allocated funds, please provide the reasons for the overage and any unforeseen costs incurred (max 300 words) |