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

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