



SA Official Program Evaluation Form

This form is to be used, as a reference guide for the S.A. Finance Committee to vividly justify an organization's budgetary needs. After each of your programs/events this form must be completed and submitted to the Director of Organizational Development no more than two weeks after the event/program has taken place. **The Finance Committee will not entertain late evaluation forms!**

Name of Organization	Date Submitted	
Name of Program		
Date	Time	Location

How many people were in attendance? _____ Were you satisfied? Why or why not? _____

Please detail program costs (per person and overall): _____

Please describe your program and its focus. _____

Please describe the strengths of this program (i.e., publicity, organizational support, originality, etc.):

Please list areas of improvement for this program (i.e., publicity, organizational support, originality, etc.):

Program Chair's Signature

Advisor's Signature

Date