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| Volunteer Facilitator Workshop Evaluation | | | | | | | | |
| Name: |  | | |  | | Today’s Date: | | /     / |
| First | | | | Last | | | | |
| Workshop agency partner name | | | | | Spring  Summer  Fall | | Year | |
|  | | **Please answer the following questions taking as much space as you need to answer them fully. (The answer boxes will expand as you type.)** | | | | | | |
| 1. How successful do you feel this workshop was overall (for you, the participants, the agency partner and for Write Around Portland)? | | Not at all  A little bit  Moderately  Quite a bit  Extremely | | | | | | |
| 2. What was the most successful aspect(s) of the workshop? Please be specific. | |  | | | | | | |
| 3. In retrospect, is there anything you would have done to facilitate the workshop differently? Please be specific. | |  | | | | | | |
| 4. Was facilitating this workshop a positive experience for you? | | No, not at all  Yes, little bit  Yes, moderately  Yes, very  Yes, extremely  If yes, to whatever degree, why? If no, why not? Please be specific. | | | | | | |
| 5. However you answered question 4, what specific ways could Write Around Portland have been a more positive experience for you? | |  | | | | | | |
| 6. Were you satisfied with the communication and support you received from Write Around Portland staff throughout the workshop? | | No, not at all  Yes, little bit  Yes, moderately  Yes, very  Yes, extremely    Please explain your answer and include any specific suggestions about how we can improve support to you and other workshop facilitators. | | | | | | |
| 7. Do you have any specific suggestions about how we could strengthen a workshop with this agency or population in the future? | |  | | | | | | |
| 8. Were there any prompts or exercises you used or created that you would recommend for use in our other workshops? Please list/describe. | |  | | | | | | |
| 9. We need to collect and share the stories about the impact of our workshops, readings and anthologies and the personal transformations and community building that happens in our workshops. Please share a particular moment(s) in the workshop when you witnessed or experienced the power of writing to change lives and build community. | |  | | | | | | |
| 10. We are always looking for participants to be featured writers on our websites and to talk to supporters about their experience in our workshops. Strong candidates are open about their life experiences and have positive feelings about Write Around Portland. What participant(s) in your workshop, in your opinion, would be the best candidate for our featured writer? Why? | | |  | | | | | |
| 11. How much time did you spend total facilitating this workshop including: Prep time, buying food (if applicable), actual time in the workshop, writing postcards, weekly check-ins, attending pre-workshop and mid-way facilitator meetings, typing submissions, attending the reading?  (Do not include 27 hour training or transportation time to/from the workshop but do include “refresher” training if you hadn’t facilitated in a while.) | | | Total hours: | | | | | |
| 12. May we use your name associated with your quotes from this evaluation in our promotional materials and in grant proposals and other funding requests? | | | Yes  No | | | | | |
| 13. Are you interested in being considered to facilitate a future workshop? | | | Yes  No  If yes, check all that you are interested in:  Spring (typically 10 weeks, February – April)  Summer (typically 8 weeks, June - August)  Fall (typically 10 weeks, September – November)  One time workshops, including our twice monthly workshops at HOTLIPS Pizza  In the future, not sure when | | | | | |
| Please return your completed application as soon as possible to your Write Around Portland support person. | | | | | | | | |
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