



## Program Evaluation Form

This form must be completed and submitted to the Office of Student Life in the ASULV mailbox **ten (10) business days after the event has taken place**. Failure to submit the form by the deadline may result in the organization being *declared ineligible to receive funds* the subsequent semesters.

Organization/Club/Department: \_\_\_\_\_  
 Account #: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Contact #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of the Event: \_\_\_\_\_  
 Date of the Event: \_\_\_\_\_  
 Total Cost of the Event: \_\_\_\_\_  
 Contribution by ASULV: \_\_\_\_\_  
 Contribution by ASULV not used\*: \_\_\_\_\_

Please attach a typed separate sheet of paper answering the questions from the appropriate category:

**For events held on or off Campus that were open to all students:**

1. How many traditional aged undergraduate students participated in the event? Was that more or less than expected?
2. Were all of the funds allotted by ASULV used in the planning of the program?
3. Would you hold this event again? Why or why not? If yes, what improvements would you make to the program?
4. Did you have any troubles with the University (facilities, administration, etc) in planning the event? Please describe.

**For events held on or off Campus that were open to a select group of students:**

1. Did all of the selected students attend the event?
2. What did those students gain from this experience? How did that benefit the university community at large?
3. Would you hold or participate in this event again? Why or why not?
4. Did you have any troubles with the University (facilities, administration, etc) in planning/attending the event? Please describe.

**For Conferences:**

1. Did all of the students selected attend the conference?
2. What did they gain from the experience? How did they pass that knowledge on to other students who were unable to attend the conference ie. On campus seminar, etc?
3. Was the University of La Verne or the organization recognized for its contribution, participation or achievement at the conference? Please describe.
4. Would you attend this conference again? Why or why not?

\*This amount will be transferred back into the ASULV account.

**Failure to submit program evaluation 10 days following ASULV funded event will result in club losing funds for future events.**