



**2019-20 Connected by Our Rotary Stories
Document 14
Instructions for Event Evaluation**

The Event Evaluation

The Event Evaluation will be done electronically via a survey service. The 13-question Event Evaluation (content on page 2 below) is designed to give you a way to evaluate your One Rotary Summit and to receive a summary report with all responses sorted by questions. It should only take about 5 minutes for an attendee to complete.

The Online Event Evaluation form

At least two weeks before your event, email both Jim Eberly at eberly7360@gmail.com and Patty Meehan meehanmong@verizon.net to get a customized Event Evaluation link for your district. You will then provide that link, either by email, posting on a website, or via a QR code, to attendees. That could be done at the One Rotary Summit, allowing attendees to complete the evaluation immediately after the event via smartphones, tablets, and computers, or it can be done later, for example, with the link sent the day after the event with instructions to submit it within 7 days.

If your district will be presenting multiple One Rotary Summits, you will have the option to either have one Event Evaluation for all of the Summits or a separate Evaluation for each one. To have multiple Event Evaluations, you will have to request a separate link for each one.

Getting data from the Event Evaluation

After your event(s), when you believe that attendees have had sufficient time (you set the deadline) to complete the Event Evaluation, email both Jim Eberly at eberly7360@gmail.com and Patty Meehan meehanmong@verizon.net at to request the results of the Event Evaluation. A report will then be emailed to you.

Content of the Event Evaluation

Questions 2-6 have the following response choices: *strongly agree, agree, neither agree nor disagree, disagree, strongly disagree.*

Questions 10,11, and 12 have the following response choices: *very satisfied, satisfied, neither satisfied nor dissatisfied, dissatisfied, very dissatisfied.*

1. Club Name
2. The One Rotary Summit helped me to better understand the value using storytelling to promote Membership and The Rotary Foundation, and to enhance the Public Image of Rotary and my Club.
3. The One Rotary Summit inspired me to help my club implement action steps to build Membership, enhance Public Image, and do Humanitarian Service through The Rotary Foundation by giving and doing.
4. The One Rotary Summit helped me better understand how my club could use Rotary's Public Image campaign, People of Action.
5. The One Rotary Summit helped me to be better prepared to tell my Rotary or Rotaract story?
6. The One Rotary Summit helped me to be better understand how "Rotary Connects the World."
7. What was the most important take-away for you from today's One Rotary Summit?
8. What could be done to improve future One Rotary Summits?
9. What could our District do to assist your club in the areas of Membership, Public Image, and Humanitarian Service through The Rotary Foundation?
10. How satisfied were you with the facility where the One Rotary Summit was held?
11. How satisfied were you with the food and beverages provided at the One Rotary Summit?
12. How satisfied were you with the pre-event communication for the One Rotary Summit?
13. If you have any other comments about the One Rotary Summit, please add them here.