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| 1. **NAME** of the resource / tool
 | Policy Forum Evaluation |
| 1. **WHAT** is the purpose of the resource / tool?
 | To show a sample evaluation tool to collect information from participants at a policy forum. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Antelope Valley Partners for Health, a nonprofit organization, developed the evaluation for the policy forum that aimed to build a movement, by connecting the participants with advocacy opportunities. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. It is recommended to develop an evaluation tool at every event, so you can collect information on the event’s effectiveness to achieve its goals. This is usually filled out right before closing the event and it helps if the event host promotes or incentivizes participants to complete it.
2. The evaluation can be adapted by group or committee planning the event. The facilitator of the event is responsible for reminding all participants to complete it.
3. The person developing the evaluation should develop questions directly related to the goals of the event in order to determine if the expected outcomes were achieved. Ideally, the person would have experience with program evaluation.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | It is important for communities to evaluate their work to receive input on whether it was effective in achieving their goals. Evaluating provides evidence and guidance to modify programs so these are responsive to members being served and reinforces the practice of reflection to achieve continuous improvement. |