Coordinator

SOUTH DAKOTA HUMANITIES COUNCIL

Program Evaluation/Cost Sharing Analysis

Please complete this form to evaluate the recent event sponsored by the South Dakota Humanities Council.

COORDINATOR INFORMATION

Name	

ACTIVITY INFORMATION

Grant #(s)	
Title of Event(s)	
Event Date(s)	
Sponsoring Organization	
Scholar(s)	

ATTENDANCE INFORMATION

Please estimate attendance figures for the following:

Total # of Participants	Session 1: Session 2: Session 3:		# of American Indians	
			# of Other Minorities	
# of Males			# of Youth	
# of Females			# of Senior Citizens	

Please provide a brief description of the audience composition (e.g. male/female ratio, age/grade level, business professionals, farmers/ranchers, government officials, etc.):

How did the audience respond to the speaker(s)? Was the audience involved in the discussion? If not, why?

SPEAKER EVALUATION

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
How was the presentation overall?	☐	☐	☐	☐	☐
How well did the speaker(s) relate to the audience?	☐	☐	☐	☐	☐

Please explain your ratings:

What did you learn?

Was the content appropriate for the audience and setting? If this is a reading discussion, please comment on the book(s) and their suitability to the reading participants.

Did the presentation promote education and understanding the humanities?

List one piece of constructive criticism for this program:

If this was a school program, were the students and teachers adequately prepared?

PUBLICITY

Where and how did you publicize this program? If the audience was smaller than 25 people, what would you have done differently to get more people to the event?

OTHER COMMENTS

Additional comments or suggestions:

COST SHARING ANALYSIS

Local sponsors of South Dakota Humanities Council programs are asked to share the costs associated with a successful humanities program. Coordinating this program demands an investment of time as well as finances for promotion, hospitality, supplies, etc. Calculating the cost of such efforts is essential because it measures the full monetary value of each program, providing valuable insight to our organization and the National Endowment for the Humanities. Please use the guide below to assist you in determining your share of the program's expenses.

Planning Time	# of Hours	Cost	Total $
Calculate the number of hours that you and others worked to implement the program. Multiply the number of volunteer hours by $20.		$20 per hour	

Cash Expenses	Total $
Calculate the total amount of cash that your organization used for this program, such as photocopying, refreshments, advertisements in the local paper, postage, etc.	

Donated Expenses	Total $
Calculate the total value of donated services that do not require a cash payment, but have value nonetheless. Examples include donated meeting space, donated publicity, etc. Use your best estimate for a final figure.	

Total Expenses	Grand Total $
Please calculate the total costs associated with sponsoring this program.	

I hereby certify that the information contained within this form is accurate, true, and correct; and that the amount requested has not been previously claimed.	
Date	
Signature	