

**MIAMI UNIVERSITY HAMILTON
STUDENT ORGANIZATION
PROGRAM EVALUATION FORM**

PROCEDURES: Complete the top section of this form and then circle one numerical value for each of the rating items below. Submit one copy of this form to your adviser within 7 days after the program date and retain a copy of the form with your organization's records in order to facilitate plans for future programs.

Student Organization Primary Sponsor _____

Student Organization Co-sponsors (if applicable) _____

Program Title _____

Program Chairperson(s) _____

Program Date _____ Program Time _____

Program Type (Check all that apply)

Educational Recreational Social
 Intramural Athletics Diversity
 Community Service Other (please specify) _____

Number of Participants _____ Audience Size _____

Cost (total expenses) \$ _____ Revenue (if applicable) \$ _____

RATINGS

1. The **quality of this program** was

OUTSTANDING 5 4 3 2 1 POOR

2. The **relevance of this program to your organization** was

CLEAR 5 4 3 2 1 VAGUE

3. **Planning and organization** for this program was

EXCELLENT 5 4 3 2 1 POOR

4. **Publicity and promotional efforts** were

SUPERB 5 4 3 2 1 DISMAL

(Over)

FUND RAISING

Organizations must register all fund raising activities with the Office of Student Activities, 122 Schwarm before they occur. This helps to coordinate the sales so each group can take advantage of the maximum amount of sales in any given day. Two or more groups having sales on the same day may force customers to make a choice and thus, one group loses out. Therefore, registration of fund-raising activities is to your groups' advantage.

Note:

- If your group wishes to sell a food item as a fund-raiser on campus, it must be approved by AVI Food Systems if sold during the hours of 8am-2pm. This must be done before the day of the sale.
- While the University generally supports the fund-raising efforts of its registered student organizations, the legal complexities of definition, methodology, and distribution of monies associated with schemes or games of chance such as raffles, bingo, or other similar activities necessitate the University's prohibition of such activities in conjunction with its student organizations.
- If space is requested on campus, a facility usage form must be submitted along with this registration form.