



Program Evaluation Instructions

At the completion of an ASDF-sponsored program, the designated program manager completes an ASDF official *online* quantitative evaluation form based on the outcomes, metrics, and success statement submitted on the approved proposal application, Section 4, and recommends if the program is to be continued, expanded and/or extended.

The program manager provides qualitative evaluation forms to stakeholders, including building principal, teachers whose students participate, appropriate curriculum coordinator, and other ASD staff identified by program manager. Included with form is self-addressed envelope to ASDF or is conducted *online*, preferably using survey monkey.

The program manager provides student evaluation forms to participating students their class room teacher. The teacher will be provided a self-addressed envelope.

The ASDF Administrator and members of the Allocations Committee will work together to compile the evaluation results in a notebook as programs by school year come to a close.

The Allocations Committee will review evaluations within 2-3 months of the completion of a program.

July 27, 2016