**Regent University Student Housing**

**Program Planning Tool & Evaluation Form**

|  |  |  |
| --- | --- | --- |
| ***Sponsor(s):*** | | ***Proposal Date***: |
| ***Program Title***: | | |
| ***Program Date***: | ***Program Time***: | ***Location***: |

## PROGRAM PROPOSAL:

(this form to be completed and submitted via email ONLY to supervisor 7-14 days prior to program date; RAs cannot facilitate programs without proposal approval unless facilitated as a spontaneous program)

## Program Type:

***Program***       ***Bulletin Board***      ***Newsletter***

***Community Service***

***What assessed need/request from your community is addressed with this program?***

## Program Description:

## Desired Outcome:

## 

## Resources (web sites, stores used, guest facilitators, University offices/depts.):

***Proposed Cost & Method of Purchase (if applicable):***

|  |
| --- |
| ***AD Proposal Comments*:**  ***Date*:** |

### *PROGRAM EVALUATION:*

|  |  |
| --- | --- |
| ***Costs/Expenses (exact amount per receipts):*** | ***Attendance (exact if less than 50):*** |

***Program Summary (Strengths, weaknesses, impact?):***

***Improvements or suggestions for next time:***

***Should this program be considered for a VACURH “FoX” award nomination? If so, why?***

***Indicate your overall level of satisfaction with this program:***

***1 2 3 4 5***

***Won’t do again Needs work Decent Pretty Good Highly successful***

                       

***Additional Comments from RA:***

***AD Evaluation Comments:***

***Date*:**

1. RA submits PPT&E proposal to AD (via email) 1-2 weeks prior to program.
2. AD reviews PPT&E, offers comments, returns to submitting RA (via email) within 3 business days.
3. If AD approves, RA facilitates program & completes PPT&E evaluation soon after program.
4. RA submits (via email) completed PPT&E to AD no later than 5 days after program completion.
5. AD reviews PPT&E, offers comments, returns to submitting RA within 3 business days.
6. ***Failure to follow this process/timeline may result in job disciplinary action.***