**Purdue Extension Events**

Starting January 2020

**Evaluation for Consistent Local and Statewide Reporting and Impact**

Thank you for your work in providing workshops, programs and events across Indiana. Please help compile consistent program evaluation data. The focus of the survey is on short-term outcomes: 1) # participants who learned something new (Q1); and 2) # participants intending to take action / adopt practices (Q3). Participant satisfaction with the event is also documented in responses to Q2, Q4 and Q5.

**INSTRUCTIONS**

1. With these instructions, you will find a survey you may use for your Purdue Extension events. You can add the title and date at the top, then print on paper and distribute to attendees at the end of the event.
	1. Do you already have a survey in place? If so, would you add these common questions to it, please?
2. You may also encourage access to the survey via a mobile phone or device, by sharing the URL, shortened URL, or QR code. You will see the shortened URL on the top of the paper survey. You can also add these to the event documents, PowerPoint slides, etc.

<http://bit.ly/PurdueExtension>

or

<https://purdue.ca1.qualtrics.com/jfe/form/SV_6nEYS2aWQCY0ItL>



1. At end of the event, allow about 5 minutes and distribute the paper surveys (encourage mobile access if appropriate) and invite them to complete the survey.
2. Collect the completed paper surveys.
3. Within 3 weeks after the event, please enter the data from the paper surveys into Qualtrics here:
	1. <http://bit.ly/PurdueExtension>
	2. or
	3. <https://purdue.ca1.qualtrics.com/jfe/form/SV_6nEYS2aWQCY0ItL>

**REPORTING**

1. Email [evaluation@purdue.edu](evaluation%40purdue.edu) to request your results report. Please be sure to indicate the title of your program and the date(s).
2. Report the event in Digital Measures
	1. Instructions are posted in DM - <https://ag.purdue.edu/arge/digitalmeasures/>
	2. Learning Event
	3. Impact Statement
	4. Be sure to report toward outcomes as appropriate to your Extension Program Area
3. Put a COVER SHEET with the completed paper surveys and store them in a locked drawer or cabinet. The cover sheet is to include:
	1. Your name and email
	2. Event title, location, date
	3. Total number of completed surveys

**SHARE RESULTS**

1. Share the results via your social media, on your County/Department/Program website, or in your presentations to or communication with stakeholders.