

## Evaluation

Please complete the evaluation after you pack up the exhibit. The evaluation has been moved online in order to stream line reporting.

The evaluation is important for two reasons:

1. Evaluation informs the HOP coordinator about your experience with the exhibit, what worked, what didn't and from that improvements can be made.
2. Evaluation also demonstrates the impact the exhibit has your community as well demonstrates the need for the exhibit. Demonstrating impact and need are critical to securing future funding.

Evaluation should start from your first contact with the HOP program. By following the suggestions below, you will be well prepared to fill out the evaluation at the end of the month.

1. Devise a method to determine how many people interacted with the exhibit. A demographic breakdown is requested.
2. Keep track of the number of participants in the programs you conduct as part of HOP.
3. Place a comment/feedback book near the exhibit. Keep a pen or pencil handy.
4. Make note of any press you receive.
5. Make note of comments you hear from children or parents about the exhibit. These may be anonymous unless you get permission to quote.
6. Have a debriefing time with all those involved in the exhibit and record what worked and what didn't for them.

The evaluation is linked through the HOP website [www.hopsd.org](http://www.hopsd.org). Please contact the HOP coordinator at 605-224-8295 if you are unable to access the website or the survey.