

**2020-21 Rotary Opens Opportunities**

**Document 13**

**Instructions for Event Evaluation**

The Event Evaluation

The Event Evaluation will be done electronically via a survey service. The 14-question Event Evaluation (content on page 2 below) is designed to give you a way to evaluate your One Rotary Summit and to receive a summary report with all responses sorted by questions. It should only take about 5 minutes for an attendee to complete.

The Online Event Evaluation form

**At least two weeks before** your event, email Gloria Mink at GloriaD5580@outlook.com to get a customized Event Evaluation link for your district. You will then provide that link, either by email, posting on a website, or via a QR code, to attendees. That could be done at the One Rotary Summit, allowing attendees to complete the evaluation immediately after the event via smartphones, tablets, and computers, or it can be done later, for example, with the link sent the day after the event with instructions to submit it within 7 days.

If your district will be presenting multiple One Rotary Summits, you will have the option to either have one Event Evaluation for all of the Summits or a separate Evaluation for each one. To have multiple Event Evaluations, you will have to request a separate link for each one.

Getting data from the Event Evaluation

After your event(s), when you believe that attendees have had sufficient time (you set the deadline) to complete the Event Evaluation, email Gloria Mink at GloriaD5580@outlook.com to request the results of the Event Evaluation. A report will then be emailed to you.

Content of the Event Evaluation

Questions 2-6 have the following response choices: *strongly agree, agree, neither agree nor disagree, disagree, strongly disagree*.

Question 11 has the following response choices: *very satisfied, satisfied, neither satisfied nor dissatisfied, dissatisfied, very dissatisfied*.

1. Club Name
2. The One Rotary Summit helped me gain a broader view of opportunities that come through Rotary and Rotaract.
3. The One Rotary Summit inspired and helped be ready to act on Rotary opportunities through the connectedness of Membership, The Rotary Foundation, and Public Image.
4. The One Rotary Summit inspired me to understand how acting on opportunities can help clubs increase membership and result in member retention.
5. The One Rotary Summit helped me appreciate how acting on opportunities can lead to increased giving to The Rotary Foundation and “Doing Good in the World.”
6. The One Rotary Summit gave me new insights into “What’s in it for me” and “What’s in it for others.”
7. What was the most important take-away for you from the One Rotary Summit?
8. What could be done to improve future One Rotary Summits?
9. What could our District do to assist your club in the areas of Membership, Public Image, and Humanitarian Service through The Rotary Foundation?
10. If you attended a virtual (online) One Rotary Summit, what are your thoughts about having the One Rotary Summit presented online?
11. How satisfied were you with the pre-event communication for the One Rotary Summit?
12. If you have any other comments about the One Rotary Summit, please add them here.