|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY:** | | | **EFFECTIVENESS (out of 5):** | | |  |
| **Successes** | | **Challenges** | | **Next Time** | **Budget** | |
|  | |  | |  | **Approved budget:**  $\_\_\_\_ for *(list items)*  **Spent:**  $\_\_\_\_ on *(list items)* | |
| **Additional Comments:** | * ? | | | | | |

**Activity:** What was the activity that took place?

**Effectiveness:** On a scale of 1 to 5, how effective was the activity/event/initiative?

1 – Not effective at all. We would not recommend organizing this activity again.  
2 – Idea was good, but will need significant modifications if the society plans to run it again.  
3 – Neutral  
4 – Somewhat effective. We would organize the activity again with some changes.  
5 – Very effective. We would be very comfortable with replicating activity as is.

**Successes:** Which aspect(s) of the activity do you consider a success? Think about the planning stages, the execution phase and the follow-up.

**Challenges:** Where did you encounter challenges during the planning, execution and/or follow-up phases of the activity?

**Next Time:** What would you do differently if you were given the opportunity to re-plan the activity?

**Budget:** If you spent more or less than your approved budget, please explain why.