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