



# TCAPS Montessori PTO

**\*\*Note to Event Coordinator / Lead:** Thank you for volunteering to take on a PTO Event! After your event has wrapped up please take several minutes to (1) complete this form, (2) attach requested documents, and (3) turn it in to your Committee Chair or designated Board Member. Your honest thoughts on what went well and what didn't work are appreciated by both current AND future PTO Board Members.

## Post-Event Evaluation Form

Event Name:		
Event Type: <input type="checkbox"/> Parent & Family Community <input type="checkbox"/> Teacher & Staff Support <input type="checkbox"/> Fundraiser		
Goal/Purpose:		
Date:	Day of Week: M T W Th F Wkd	Time of Day: AM PM Evening
Location of Event:		
Event Coordinator(s) / Lead(s):		

**Communication:** *\*\*[If not already done, please give any promotional items to PTO Secretary]*

How was the event promoted?

- Backpack Mail flyer
- Posters in school; Bulletin Board
- Friday Email
- Social Media
- School Online Calendar
- Outdoor Signage
- Other \_\_\_\_\_

**Volunteers & Participation:** *\*\*[If utilized, please attach a list of all volunteers & their basic duties]*

Were PTO volunteers utilized?     Yes     No

- ❖ What type(s) of spots were made available to volunteers?
  - home-based task     item drop-off     event-based task     \_\_\_\_\_ hour(s)     \$\_\_\_\_\_
- ❖ How were volunteers recruited?     Personal Invite     Paper Sign-Up     Online Sign-up
- ❖ How many individuals / families volunteered? \_\_\_\_\_

Event participation or attendance was...     Low     Decent     Great!

**\$\$ Financial Report:** *\*\*[Please attach a copy of your 'Reimbursement Request(s)']*

\$\_\_\_\_\_ Expense Total

\$\_\_\_\_\_ Income Total    {Ticket Price/Fee \$ \_\_\_\_\_ }

\$\_\_\_\_\_ GRAND TOTAL

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What do you feel worked well?

What would you do differently next time?

Feedback from teachers, administration, parents, or community members...

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