

Project Leader Summary and Evaluation (2008)

Project Leaders: _____ **Project Name:** _____

1. Volunteers

How many MGs worked on your project this year? _____ Interns? _____

How many total volunteer hours went into your project? _____
(For example, 6 volunteers x 2 hr. weekly work sessions x 12 weeks = 144 hrs. If you didn't keep detailed logs, just estimate this figure.)

Did you keep to the original work schedule described in the Project Description? If not, please describe work schedule

Did you have enough volunteers? Yes _____ No _____

What was your most effective way to attract volunteers? Annual Sign Up: _____

Eblasts: _____ Other: _____

2. Public Served

How many questions/inquiries from the public did you respond to with gardening advice/information this year? (Summarize data collected on the Public Contact Summary sheets for your project, if appropriate.)

3. Education

Describe any activities your project used to educate the public, i.e., "held public information booth to answer garden questions" or "held harvest workshop". Describe or attach any education materials your project produced.

What skills/education did the volunteers gain on the project? _____

4. Goals and Milestones

What were your goals this year? _____

List your achievements for the year. Include any publicity generated for MGA.

What can the SFMGA Board do to help you with your project? _____

5. Overall Project Success (circle one)

1=excellent 2=really well 3=okay 4=we need to make some changes
for success 5=we should consider scrapping this project for other opportunities

Please explain your choice. _____

6. Goals for Next Year

Please list one or two goals and/or improvements you feel could be made for your project in the coming season. Please be as specific as possible.

What advice or idea that worked well can you pass on to other project leaders?

If you need more space for any question above, please elaborate on the back of this form.