girl scouts of eastern missouri

LEARNING FACILITATOR REPORT

PLEASE PRINT OR TYPE

Date of report _____

Name of Learning Facilitators _____

Course #_____Title_____

Dates_____Times_____Location _____

Number of:

_____ Advance Registrations
_____ Cancellations
_____ No Shows
_____ Drop Ins
_____ Total Attendance
_____ Attending, but not completing

Number attending of the following race/ethnic groups:

_____ White
_____ Black or African American
_____ American Indian or Alaska Native
_____ Asian
_____ Hawaiian or Pacific Islander
_____ Hispanic or Latino
_____ Other (please specify)_____

Number attending who are:

_____ Female
_____ Male
_____ New Troop Leader
_____ Girl Member

*Number of adults requesting a reasonable accommodation*_____

_____ **EVALUATION AVERAGE** (please see attached worksheet)

Number who believe that completion of this course will help them in their Girl Scout duties. _____ Yes _____ No
Number who believe this course will help them to continue in Girl Scouting. _____ Yes _____ No
Number who believe this training will be useful to them outside of Girl Scouting. _____ Yes _____ No

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Reporting Procedure:

1. Complete the Adult Education Course Registration Forms (T-26).
   a. Indicate participant status (Completed, Cancelled, No Show or Drop In).
   b. Sign your name and District number.
2. Complete this Learning Facilitator Report and attach a summary of the participant evaluations.
3. Within two weeks of the course, return the marked registration forms and Learning Facilitator Report to your District Volunteer Development Registrar. Keep one copy of your Course Registration/Sign-In Sheet (T-16) and mail a copy to: Girl Scouts of Eastern Missouri, 2300 Ball Drive, St. Louis, MO 63146, Attention: Adult Education Manager.

Thank you for your help in documenting the effectiveness of this course!

T-2 continued...

Sponsoring District _____	N1 ___	N2 ___	N3 ___	N4 ___	N5 ___	N6 ___	N7 ___	N8 ___	N9 ___	N10 ___							
Number of District participants	D1 ___	D2 ___	D3 ___	D4 ___	D5 ___	D6 ___	D7 ___	D8 ___	D9 ___	D10 ___	D11 ___	D12 ___	D14 ___	D15 ___	D16 ___	D17 ___	D18 ___
Number of Girl Scout position participants	TL/AL ___	TR/TC ___	NTC/DC ___	LF ___													

Did you use a standard course or outline? ☐ Yes ☐ No

If you designed your own course, please attach a pre-approved* copy of the outline and copies of all handouts.

What worked especially well for you in giving this course?

What specific suggestions or comments do you have regarding this course?

Please comment on the arrangements for this course:

Time of day _____ Day of week _____

Length of class _____ Location _____

Placement in training season _____

Communication with Registrar _____

Communication with Resource Person _____

Please record participant response to:

	[4] Very Good	[3] Good	[2] Alright	[1] Poor
Location of course	_____	_____	_____	_____
Comfort of room	_____	_____	_____	_____
Time of day	_____	_____	_____	_____
Calendar date	_____	_____	_____	_____
Participant Guide	_____	_____	_____	_____
Learning Facilitators effectiveness	_____	_____	_____	_____

*All non-standard material utilized in adult education courses must be approved by an Adult Education Manager prior to date of course.

Using the sample at the bottom of this page as a guide, calculate your evaluation average.

EVALUATION SUMMARY

QUESTIONS	# of 4's		# of 3's		# of 2's		# of 1's		Total
1		x 4 +		x 3 +		x 2 +		x 1 =	
2									
3									
4									
5									
6									
7									
8									
9									
10									
								Evaluation Total =	
								Total # of Questions Answered =	
								Evaluation Average =	

EVALUATION AVERAGE WORKSHEET (Sample)

QUESTIONS	# of 4's		# of 3's		# of 2's		# of 1's		Total
1	**6**	x 4 +	**2**	x 3 +	**1**	x 2 +		x 1 =	**24 + 6 + 2 = 32**
2	**7**		**2**						**28 + 6 = 34**
3	**5**		**4**						**20 + 12 = 32**
4	**6**		**2**		**1**				**24 + 6 + 2 = 32**
5	**8**						**1**		**32 + 1 = 33**
6	**4**		**5**						**16 + 15 = 31**
7	**3**		**3**		**2**				**12 + 9 + 4 - 1 = 24**
8									
								Evaluation Total =	**218**

Total # of Questions answered =
(# Questions on evaluation) x (# Evaluations returned) – (# Questions left unanswered)

NOTE: Only 8 responses were received to question #7.

Total # of Questions answered = (7 x 9) – 1 = 62

Evaluation Average = Evaluation Total (from above) ÷ Total # of Questions Answered
Evaluation Average = 218 ÷ 62 = 3.5

NOTE: The evaluation total is based only upon questions that relate to course objectives. Do not include responses related to location of course, participant guide, Learning Facilitators effectiveness, etc.