Checklist: *CC&S* Evaluation

Prior to teaching the series:

☐ Register the series at: https://cancerclearandsimple.org/evaluation/

At the start of each session:

☐ Have participants sign in on Sign-In Sheet form. Collect Sign-In Sheet.

Session 1:

☐ Administer and collect Participant Consent forms
☐ Administer and collect Check Your Understanding: Pretest

Session 3:

☐ Record information collected during Reflection Activity (keep the flip chart paper, or take a photo of or transcribe information recorded on the flip chart paper or white board)

Session 5:

☐ Collect postcards created during the SMART Goals Postcard activity
☐ Administer and collect Check Your Understanding: Posttest

After teaching the series:

☐ Submit evaluation data and forms using the personal on-line portal (sent to facilitator via e-mail after they register a series)

For any questions about project evaluation, tools and data submission, or this checklist, please contact Kadi Row at kadi.row@ces.uwex.edu.