

## Christmas Project Evaluation

Name: \_\_\_\_\_

1. What did you do for the school based/Christmas project? What was your role, what jobs did you perform; include planning, lead up, during, post phases?

2. What was the outcome of your project, how did you think it went?

3. Select a score from the rubric below to assess yourself and your group members for your school/Christmas projects:

choose the box which matches your:	0	1	2	3	4	5	6	7	8	9	10	11	12
a) contribution to the final product	contributed no useful ideas and did little or no work		contributed very few productive ideas and did much less than my equal share of the work		contributed productive ideas and did my equal share of work		regularly contributed productive and thoughtful ideas and was generous in the amount of work done for the project		regularly provided extremely productive and thoughtful ideas that profoundly shaped the project and did far in excess of my share of the work				
b) contribution to the group dynamic	a major and constant impediment to the harmonious and efficient operation of the group		often seriously impeded the harmonious and efficient operation of the group		may only have occasionally impeded the harmonious and efficient operation of the group, and participated most of the time		almost never impeded the harmonious and efficient operation of the group and most of the time was a positive force in shaping the group dynamic		regularly made significantly empowering or nurturing contributions to the harmonious and efficient operation of the group				

	Score / 20	Comments:
<b>Your Score (self-evaluation)</b>		
<b>Group Members:</b>		
1.		
2.		
3.		
4.		
5.		

### **Christmas Project Final Report Outline**

Include the following on a separate sheet of paper and email to Ms H. Don't forget to complete the peer and self-assessment form.

1. Summary of Project: Overview of your project; how do you think it went? Did you reach your overall goal? For example, number of boxes, doors, teams/money raised, well organized event? Did you reach your individual goals? For example, promotion ideas (displays, flyers, bulletins, social media), organization (tracking of donations, sign up sheets, info letters), planning (everyone involved)? Any major problems that could have been prevented?
2. List of jobs and timeline (include all phases pre/during/post). Discuss what and how each subcommittee did (promo, organization, contacts, donations).
3. Pros and Cons of your event (what worked and did not work?)
4. List of improvements for next year
5. Organize your folder in sections (sub committees) with examples of letters, announcements, flyers, etc.).