

PROGRAM INFORMATION

* 1. Please enter the information requested below.

Name:

City/Town:

State:

Email Address:

Verify Email Address:

* 2. Enter the name of your PRIME TIME site.

* 3. What was the address of your PRIME TIME site?

Address:

City/Town:

PROGRAM PLANNING

4. On what date did you host your organizational meeting?

Organizational Meeting Date

	MM		DD		YYYY
	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

* 5. Did hosting the organizational meeting benefit the program?

Please Explain Your Response

PRE-REGISTRATION or ENROLLMENT

Provide numerical data on enrollment or sign-up for the program.

* 6. Based on information collected on registration cards, enter the number of families and the number of individual participants that signed up for the program.

Pre-Registered FAMILIES

Pre-Registered PARTICIPANTS

PROGRAM ATTENDANCE

Provide numerical data on program attendance (those who actually attended the program after enrolling) throughout the program.

The provided information should not include team members, volunteers, or any others who are working with the program.

* 7. Based on information documented in attendance records, please enter the number of FAMILIES that attended each session.

Family Attendance Session 1

Family Attendance Session 2

Family Attendance Session 3

Family Attendance Session 4

Family Attendance Session 5

Family Attendance Session 6

Family Attendance Session 7 (if applicable)

Family Attendance Session 8 (if applicable)

* 8. Add the family attendance from each session in question 6 and divide the total by the number of program sessions to get the AVERAGE FAMILY ATTENDANCE.

AVERAGE FAMILY ATTENDANCE

* 9. Based on information documented in attendance records, please enter the number of INDIVIDUALS (children and adults) that attended each session.

Individual Participants Attendance Session 1

Individual Participants Attendance Session 2

Individual Participants Attendance Session 3

Individual Participants Attendance Session 4

Individual Participants Attendance Session 5

Individual Participants Attendance Session 6

Individual Participants Attendance Session 7 (if applicable)

Individual Participants Attendance Session 8 (if applicable)

* 10. Add the individual attendance from each session in question 8 and divide the total by the number of program sessions to get the AVERAGE INDIVIDUAL ATTENDANCE.

AVERAGE INDIVIDUAL ATTENDANCE

PARTICIPANT INFORMATION

Please provide the requested demographic data for program participants below.

Please note that this information is being requested as AVERAGES across sessions.

The provided information should NOT include team members, volunteers, or any others who are working with the program.

* 11. Participant Age--Based on information collected on registration cards and/or documented on attendance records, please enter the AVERAGE number of program participants in each of the specified categories. NOTE: When the AVERAGES from each age category are added, the total should closely (if not perfectly) match the AVERAGE INDIVIDUAL ATTENDANCE number entered in question 9.

EXAMPLE: For Preschool Participants, add the number of participants ages birth through five from all sessions and divide by the number of sessions to find the AVERAGE (see below).

Session 1 attendance--4

Session 2 attendance--4

Session 3 attendance--5

Session 4 attendance--4

Session 5 attendance--3

Session 6 attendance--5

TOTAL attendance=25

25 attendees divided by 6 sessions=4 preschool participants

Preschool Participants (ages birth to 5)

Elementary School Participants (ages 6 to 10)

Middle School Participants (ages 11 to 13)

High School Participants (ages 14 to 17)

Adult Participants (ages 18 and up)

* 12. Participant Race/Ethnicity—Based on information collected on registration cards and/or documented on attendance records, please enter the AVERAGE number of program participants in each of the specified categories. NOTE: When the AVERAGES from each race category are added, the total should closely (if not perfectly) match the AVERAGE INDIVIDUAL ATTENDANCE number entered in question 9.

EXAMPLE: For Hispanic or Latino, add the number of Hispanic or Latino participants from all sessions and divide by the number of sessions to find the AVERAGE (see below).

Session 1 attendance--17

Session 2 attendance--21

Session 3 attendance--26

Session 4 attendance--22

Session 5 attendance--26

Session 6 attendance--26

TOTAL attendance=138

138 attendees divided by 6 sessions=23 Hispanic or Latino participants

Hispanic or Latino, of any race

American Indian or Alaska Native, not Hispanic or Latino

Asian, not Hispanic or Latino

Black, not Hispanic or Latino

Native Hawaiian or Other Pacific Islander, not Hispanic or Latino

White, not Hispanic or Latino

* 13. Participant Sex/Gender--Based on information collected on registration cards and/or documented on attendance records, please enter the AVERAGE number of program participants in each of the specified categories. NOTE: When the AVERAGES from each gender category are added, the total should closely (if not perfectly) match the AVERAGE INDIVIDUAL ATTENDANCE number entered in question 9.

EXAMPLE: For Males, add the number of male participants from all sessions and divide by the number of sessions to find the AVERAGE (see below).

Session 1 attendance--17

Session 2 attendance--21

Session 3 attendance--26

Session 4 attendance--22

Session 5 attendance--26

Session 6 attendance--26

TOTAL attendance=138

138 attendees divided by 6 sessions=23 male participants

Male

Female

LIBRARY DETAILS

Answer the following questions detailing the extent to which participants were exposed to available library services and resources during the program.

* 14. Librarian Involvement—Please indicate the extent to which a librarian was involved the program.

	Library Site-- Coordinated by a staff librarian	Library Site-- Coordinated by a library staff person	School Site-- Coordinated by a school librarian	School Site-- Partnered with a local librarian	Other Site-- Partnered with a local librarian	No library involvement; explain below
Library Involvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

* 15. Library Card Applications—Please click to indicate whether library card applications were offered to all participants.

	Yes	No
Applications	<input type="radio"/>	<input type="radio"/>

If "No" Please Explain Your Response

* 16. Library Cards—How many library cards were issued to participants?

Number of Issued Library Cards

* 17. Library Cards—How many participants had library cards before the program began?

Number of participants with library cards before the program

PROGRAM IMPACT

Please evaluate the perceived impact PRIME TIME has had on the participants and your agency.

* 18. Post Program Participation—Please indicate the frequency at which participants (parents and children) visited your agency to utilize resources or to participate in other programs or special events after the PRIME TIME program ended.

	Very Frequently (11 or more visits)	Somewhat Frequently (6 to 10 visits)	Not Very Frequently (1 to 5 visits)	Never (0 visits)	Don't Know
Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

* 19. Awareness of Resources, Services, and Opportunities—Please indicate the level at which participants exhibited an improved awareness of resources, services, opportunities available to them as a result of your session commercials.

	High Increase of Awareness	Some Increase of Awareness	Low Increase of Awareness	No Increased Awareness Observed	Don't Know
Awareness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

* 20. Parental Involvement—Please indicate the level at which parents demonstrated an enhanced sense of their roles as educators.

	High Level of Enhancement	Some Level of Enhancement	Low Level of Enhancement	No Enhancement Observed	Don't Know
Parental Involvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

* 21. Comfort in Setting—Please indicate the level at which participants demonstrated an increased level of comfort in the library/school/other venue over the course of the program.

	High Increase of Comfort	Some Increase of Comfort	Low Increase of Comfort	No Increased Comfort Observed	Don't Know
Comfort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

* 22. Agency Outreach—Please indicate the level at which your agency's relationship with the target population improved as a result of implementing the program.

High Improvement of Relationship Some Improvement of Relationship Low Improvement of Relationship No Improvement Observed Don't Know

Outreach

Please Explain Your Response

* 23. Agency Partnerships—Please indicate whether your agency established or strengthened any partnerships with other agencies, institutions, businesses, groups, etc. as a result of implementing the program.

Yes

No

Partnerships

Please Explain Your Response

* 24. Agency Publicity—Please indicate whether your agency received any media coverage as a result of implementing the program.

	Yes	No
Publicity	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response.

* 25. Agency Benefit—Please indicate whether you believe your agency benefitted overall by implementing PRIME TIME?

	Yes	No
Benefit	<input type="radio"/>	<input type="radio"/>

Please Explain Your Response

ADDITIONAL COMMENTS

26. Please use this space to address any issues not mentioned previously.

FINISHED!

Thank You!

Please contact Humanities Washington to arrange for return (or forwarding) of program materials. Please submit the following items in hard copy to Humanities Washington within three weeks of your program's end:

- **Participant Exit Surveys**
- **Attendance records**
- **Photo-Release Forms**
- **Copies of any publicity, media coverage, and/or photos taken during the program**
- **Extra gift cards**