

The evaluation of the implementation & effectiveness will also serve as next year's needs assessment - changes that need to be made

## APPENDIX 3: TEMPLATE FOR EVALUATION PLAN

Process - how well was the project designed & implemented

### Learning - Evaluation Plan Template

What worked & what didn't?

A complete evaluation plan template is a management tool that you can use to monitor project activities, demonstrate progress, make decisions about changes, and prepare reports.

What were unintended consequences?

### Project Goal

A goal is a general statement about what you are trying to accomplish. A project goal can give direction to your project activities and help your team keep focused.

For example, the goals of the Canada Volunteerism Initiative (CVI) are to

- encourage Canadians to volunteer with organizations;
- improve the capacity of organizations to involve volunteers; and
- enhance the experience of volunteering.

What are the goals of your project?

1. Start & support a student-lead (teacher facilitated) social justice group and contribute to the school community through
  2. meaningful charitable acts & ongoing ministry & volunteerism
- ✓ To help shape lifelong values & sense of purpose  
(www.serviceleader.org)

### Project Objectives

Objectives are specific, measurable statements of the desired change(s) or progress that a project intends to accomplish by a given time.

For example, an objective of CVI is

- to establish three national centres and 13 local networks that deliver a range of programs on volunteerism over five years.

What are the objectives that you want to achieve within the time frame of your project?

- 1- Build a relationship with ND students & PAWS group
- 2- Solicit & build relationships with non-profit organizations in the school community
- 3- Promote social justice through meaningful volunteerism
- 4- Promote healthy lifestyle & choices (www.serviceleader.org)
- 5- Encourage life-long service ethic

## Project Stakeholders

Stakeholders are the individuals or organizations that have a vested interest in your project. They include individuals and organizations that make decisions, participate in the project, or may be affected by project activities.

For example, Volunteer Canada and Imagine Canada are among the CVI stakeholders, as are other Canadian charitable and nonprofit organizations that will be affected by CVI activities.

Who are your project stakeholders?

Primary (those directly involved & impacted by the results of the project)

- PAWS Student members
  - Teacher liaison
  - Organizations students work for/with (Calgary Public Library, Calgary Humane Society)
- 2015-2016 School year

Secondary (those who are less involved but might benefit from the findings)

- Parents
- Other community members
- possible future teacher liaisons/program facilitators

A: Specify the stakeholders who should participate in this evaluation:

- Teacher liaison
- Student volunteers
- School administration
- Teacher supervisors (drivers for outings)

B: Specify the stakeholders who need information from this evaluation and will see the results:

- PAWS social justice group
- School administration
- Calgary Educational Partnership Foundation (Funders)
- Citizenship in Action

# TEMPLATE FOR EVALUATION PLAN

## Project Outcomes

Outcomes are changes or effects that participants or other stakeholders of your project experience as a result of their involvement. Because the outcomes of your project may appear gradually, it is often helpful to divide them into three stages: immediate (short-term) outcomes, intermediate outcomes, and ultimate (long-term) outcomes.

For example, for the Canada Volunteerism Initiative (CVI)

- An immediate outcome is: increased information on volunteerism.
- An intermediate outcome is: improved understanding of volunteerism.
- An ultimate outcome is: increased volunteering in Canada.

The outcomes of your project may include

- Specific skills and knowledge that project participants will gain.
- Changed attitudes or values about specific issues among some project participants or in your own organization.
- Improvement in specific organizational conditions, either in your organization or others.
- Modified specific behaviours in some project participants.

1. What outcomes do you expect to achieve during or right after the completion of your project (i.e., your immediate or short-term outcomes)?

- Increased student awareness about volunteer opportunities & its benefit on self & the community → leads to increased activity & greater student participation

- Increased community & school awareness about PAWS endeavours → lead to more teacher facilitators & collaborative efforts w/ other school groups

2. What outcomes do you expect to achieve within three to six months after the completion of your project that you could still attribute to the activities of the project (i.e., your intermediate outcomes)?

Increased engagement & activity among PAWS members

(min 2 initiatives per school year)

# APPENDIX 3

**GOAL:** To start & support a student-led (teacher facilitated) social justice group at Notre Dame Highschool that contributes to the school community through charitable acts & ongoing ministry/volunteerism

## Project Map

The first three columns of this table present the logical relations among components of your project. The last three columns present evaluation components. It shows, in one glance, what you need to do to complete this project and meet its objectives. Update this map as the project progresses. Complete one table for each objective.

Objective 1	Project Activities Relating to the Objective	Anticipated Outputs (direct products of related activities)	Evaluation Questions Relating to the Objective and Activities	Evaluation Tools (How you will gather evaluation information)	Source of data (From whom you will gather the information)
Solicit & build relationships with non-profit organizations in the school community	Calgary Humane Society blanket & towel drive @ND high school Calgary Public Library Foundation book drive & literacy program @ND high school Fort-McMurray (Red Cross) Fire Relief Fundraiser Squash Eating Contest @ND	Immediate Outcomes: Increased engagement & activity among PANS members Sport-Termi Outcomes: Increased student body awareness (contribution & involvement) Increased community & school awareness (staff & other club involvement)	Are the PANS activities being performed as planned? Is the initiative reaching its targeted audience population? How satisfied are PANS members with their involvement in this project? How should future planned activities be modified to work better	Teacher Interview (once 10 days)	Quantitative - Numerical Qualitative - text based (w/ survey response) Feedback from stakeholders (student reflections)