



Rotary Leadership Institute Evaluation Form Instructions

Instructions to the Students:

1. All students should complete the “Evaluation Form” after each individual session.
2. Make sure each student indicates which **PART** they are completing.
3. Make sure each student fills in the **Facilitator’s Name** before each session.
4. Each student should accurately **circle either the numeral or letter rating** where indicated
5. **Any written comments should be legible. Print if necessary**
6. The forms will be collected by the last facilitator of the day and returned immediately to the Regional Vice Chair for the site.

Instructions to the Regional Vice Chair:

1. Instructions about the proper use and importance of the “Evaluation Form” should be stressed during the breakfast meeting and by the facilitator’s before each session.
2. The last facilitator for the day is responsible for collecting ALL evaluation forms from the students in their session and returning them immediately to the RVC.
3. The RVC is responsible for completing the “Regional Vice Chair’s Evaluation Form Summary” as soon as possible after the completion of the Institute.
 - a.) Use manila envelopes to separate the returned forms into Part 1, 2 or 3.
 - b.) The total number of 1’s, 2’s, 3’s or 4’s for each session should be entered in the appropriate blank
 - c.) The total number of A’s, B’s, C’s, or D’s for each facilitator for each session should be entered in the appropriate blank.
4. Please make any additional comments in **legible writing. Print if necessary.**
5. The completed summary form AND all the original evaluation forms should be sent as soon as possible to the Zone Evaluations Chair.
6. Please **include a list of facilitators and a copy of the schedule** for each part and their instructors.

Thank you for your assistance and cooperation in the completion of the evaluation forms and summary.