

Activity Tracker Form

Conduct a process evaluation and track program inputs and outputs by providing this form to staff or volunteers to complete for each activity. You can adapt this form to suit your program's needs. When collected input responses into a spreadsheet to keep track of program activities. Don't forget to reflect on the information gathered to see how activities can be improved.

1. Name:
2. Date activity took place:
3. Describe the type of activity implemented (e.g. workshop/brochure development and distribution/Webinar).

4. Describe the main objectives of the project and the food safety topic addressed.

5. List all materials and resources used for this activity.
 - A. Provide the names of staff or volunteers that worked on this project and # of hours worked.

Name:	Hours:
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 - B. List any equipment, printed materials, or tools acquired and used for the activity:

 - C. Other resources used:

D. Cost breakdown:

\$ for
\$ for
\$ for
\$ for
\$ **TOTAL**

6. How was the activity advertised (include duration of promotion and where it was advertised)?

7. What was the target participation goal for this activity? _____

How many individuals actually participated in the activity? _____

8. How many educational handouts or materials were distributed?

9. How many participants filled out the sign in sheet and checked that they would like to continue to receive follow up information? _____

10. How many evaluation forms were filled out and collected?

11. Based on the evaluation form what was the average overall rating of the activity?

12. Describe participant reactions to the activity and information shared.

<u>Direct Contact Method:</u> Circle All That Apply	Gender Counts	Ethnicity Counts	Adult/Youth Counts
Class	Female:	White:	Youth 5-11 years:
Workshop		Black:	Youth 12-18 years:
Group discussion One on one interaction	Male:	Asian	Adults 19-64 years:
Other (specify)		Native Hawaiian or other Pacific Islander:	Older Adults 65+ years:
		American Indian or Alaska Native:	Families:
		Hispanic or Latino:	
		Other:	

<u>Indirect Contact Method: Circle All That Apply</u>	<u>Explain how you arrived at count of indirect contacts:</u>
Social Media	
Online	
Public Service Announcements	
Billboards	
Newsletters	
Other (specify)	