

[Company Name] Team Building Activity Evaluation

1. Department Name: _____ Date of Activity: _____

2. Name of community organization you assisted (e.g. Save the Bay): _____

3. Description of activity (e.g. pulled out nonindigenous plants): _____

4. How many employees participated? _____ How many volunteer hours? _____

5. How many hours did you spend planning the activity (e.g. committee meetings, coordinating with the community organization, promoting and communicating to employees, etc.)? _____

6. If a cash donation was made, how much from employees? \$ _____ From [company name]? \$ _____

7. If an in-kind donation was made, describe the donation: _____

How much? (e.g. no. of barrels, lbs. of food, etc.) _____ Donation value? _____

8. Were your goals for this activity met? _____ If not, why not? _____

9. Based on your observations, as a result of this activity, participants (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Are more knowledgeable about the social issues being addressed by this activity. | <input type="checkbox"/> Felt good about the opportunity to give back. |
| <input type="checkbox"/> Have better communication between colleagues. | <input type="checkbox"/> Will return to this community organization for future events. |
| <input type="checkbox"/> Were satisfied that they addressed community needs/ issues as a result of their participation. | <input type="checkbox"/> Have a stronger sense of team. |
| <input type="checkbox"/> Have better communication between departments. | <input type="checkbox"/> Will recommend this activity to others. |
| | <input type="checkbox"/> Other: _____ |

10. Rate the elements of this activity (rate 1, 2, 3, 4 or 5 - 1 being lowest and 5 being highest):

- | | |
|--|--|
| • Executive Leadership _____ | • Organization of activity by your community involvement committee _____ |
| • Organization of activity by community organization _____ | • Selection of activity _____ |
| • Timing of activity _____ | • Overall communication/publicity of activity _____ |

11. What are your recommendations for any future community involvement activities? _____

12. Do you have any pictures and/or follow up communications from this activity? _____
 If so, consider publishing them on our intranet or other appropriate places.

13. Any other thoughts, comments, or suggestions? _____
