

## CHAPTER EDUCATION SUMMARY FORM INSTRUCTIONS

Complete the first section of the summary form with the basic program information.

Statistically, there are various ways to calculate the evaluations. While using the simplest method to tally, we will also be able to measure the success of the program.

- To calculate the *Overall Rating*:
  - Add the total points from **each** Individual Session Evaluation Form;
  - Divide that total by the total number of evaluations submitted;
  - Divide that number by the total number of questions.
- Complete the *Number of Evaluations Submitted* and the *Number of Attendees*.
- Please indicate the *Educational Areas of Knowledge* addressed in this event.
- Please summarize any additional comments made by attendees or your own observations that you believe will be helpful to ALA and other Chapters.

The completed summary form should be used to update the [Chapter Education Database](#) using the [online admin tool](#). *There is no need to submit summary forms or the individual evaluation forms to Headquarters.* Details regarding any data entry errors should be forwarded to [chapters@alanet.org](mailto:chapters@alanet.org) for processing.

The demographic information on the bottom of the session evaluation form may be of interest to you for future program schedules. Future speakers appreciate this information as it helps them understand the audience make-up so they are able to design their program to the needs and interests of those who attend.

### ***Why Submit the Chapter Education Summary Form?***

This database is resource for ALA Chapters. The value of this resource increases significantly as each chapter submits its educational activities. You will be able to see what programs were successful and know whom to contact for additional information.

## **EXAMPLE FOR COMPLETING EVALUATION SUMMARY**

1. Take the answers to all five questions and total each individual member form to get total points per Individual Session Evaluation form.

Assumption: You have a five-question evaluation form and three people responded.

Example:

Member 1 marked all 4s for each of 5 questions	Total: 20
Member 2 marked all 2s for each of 5 questions	Total: 10
Member 3 marked two 2s, two 3s and one 4	Total: 14

2. Total all points from each Individual Session Evaluation forms:

Example using above totals:  $20 + 10 + 14 = 44$

3. Divide the result above by the number of forms returned  
(in this example there are three members), so  $44 / 3 = 14.67$

4. Divide the result by the number of questions (in this example  
we used 5 questions)  $14.67 / 5 = 2.93$

Put the result on the “overall rating” line in the Chapter Education Summary. In this example, the overall rating is 2.93.