



## SIOP Volunteer Evaluator

### Description of Tasks, Recognition & Timeline

#### Tasks for VE

**The Volunteer Evaluator creates evaluation forms for participants in SIOP CE programs.**

The format and general content of these forms is the same from year to year although specific course information and course objectives vary. SIOP will provide the content (items) for all the forms.

Evaluations will be done at the SIOP Annual Conference held in the spring 2009 and the Leading Edge Consortium in October 2008.

In 2008 there were 30 different programs at the SIOP Annual Conference. These include Pre-Conference Workshops, Friday Seminars and Master Tutorials (conference sessions). Participants generally attend two of the workshops (there were 15 workshops in 2008), one in the morning and one in the afternoon.

For each CE-granting session, there are pre-post evaluations. Pre-forms have about 10 items and post forms have about 25. Some items are unique to the workshop.

The VE works closely with the SIOP CE coordinator, staff member Tracy Vanneman. The SIOP CE coordinator and specific program chairs send the necessary information to the VE. They and SIOP staff review a draft of the forms prior to their printing. The VE works with these individuals to fill in any missing or unclear information

Evaluation forms are pre-printed by the VE and include the course title, session time, presenters' names and ID numbers for each participant. The VE also pre-packages the forms together (pre- and post together for each Conference program, entire set of evaluations together for the Consortium).

These are given out at the session (for the Workshops they are placed inside the packets participants receive during registration), collected by SIOP volunteers, and then compiled by SIOP staff. No work is required by the VE for these tasks.

For the Leading Edge Consortium a pre- and post evaluation form are created for Friday and Saturday (a total of four forms).

The VE is sent the forms immediately following the Annual Conference (or Leading Edge Consortium).

**The VE analyzes data by session and prepares a summary of the data for each session as well as average rating for each item across sessions for common items.**

This information is returned to the SIOP Administrative Office in a timely manner.

## **Recognition for VE**

- Name and logo of VE is put on all forms
- Name and logo of VE is noted on each table at Pre-Conference Workshop lunches
- VE receives recognition in the following:
  - Printed programs for Conference and Consortium
  - Conference Awards Brochure
  - SIOP Web pages for Conference and Consortium
  - TIP
- VE receives a complimentary half-page ad in the Conference program
- VE receives a complimentary insert in the Consortium registration portfolio

## **Timeline for VE**

### **Leading Edge Consortium**

6 weeks before Consortium (early Sept.)	SIOP compiles evaluation content, submits to VE
4 weeks before	VE provides rough draft for SIOP review
3 weeks before	SIOP completes revisions, returns to VE
2 ½ weeks before	VE provides final draft, SIOP approves
2 weeks before (early October)	VE prints evaluations, ships to hotel
1 week before	Evaluations arrive at hotel
1 <sup>st</sup> or 2 <sup>nd</sup> business day after Consortium	SIOP returns evaluations to VE for tabulating
4 weeks after	VE returns results to SIOP

### **Annual Conference**

16 weeks before Conference (early Dec.)	SIOP compiles preliminary info, submits to VE
15 weeks before	VE begins production work (template, titles, etc.)
11 weeks before (mid January)	SIOP submits learning objectives to VE
5 weeks before	VE provides rough draft for SIOP review
4 weeks before	SIOP completes revisions, returns to VE
3 weeks before (mid March)	VE provides final draft, SIOP approves
2 weeks before	VE prints evaluations, ships to hotel
1 week before	Evaluations arrive at hotel
1 <sup>st</sup> or 2 <sup>nd</sup> business day after Conference	SIOP returns evaluations to VE for tabulating
6 weeks after	VE returns results to SIOP