

**DISTRICT 318 ENDOWMENT FUND  
PROJECT EVALUATION FORM**

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**Teacher/Staff Name** \_\_\_\_\_ **Bldg/Program** \_\_\_\_\_

**Project Name** \_\_\_\_\_ **No. of students, participants** \_\_\_\_\_

**Date(s) of Project** \_\_\_\_\_ **End Date of Project** \_\_\_\_\_

**Evaluation of Project** - A one-page summary, plus a budget breakdown is sufficient. You are welcome to attach other information pertinent to the project, as well as photographs. Thank you for your interest in boosting student achievement and for providing a unique learning experience. ***Evaluations are due 30 days after the project is completed***, and should be sent to Jenny Benes at the ISD 318 Administrative Services building.

In your evaluation, try to answer such questions as: Were my goals and objectives met? What was the value of my project to students? What were the successes and/or failures of the project? What did I, and my students, learn from this project? How did I incorporate my suggested evaluation plan?

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**Please attach a budget breakdown of the project's costs and any receipts, purchase orders or copies of canceled checks to support the project expenses.**

**Signature of Project Leader** \_\_\_\_\_

**Signature of Building/Program Administrator** \_\_\_\_\_