



## Guidance for completing the Evaluation Form

A “**BIG THANK YOU**” in **advance** for filling in this evaluation form, or passing it on to the relevant person. We know that filling in forms is a chore, but we really need the information to progress. Last year we used the data from the evaluation forms

- to help plan resources and strategy for this year;
- to inform our funders of statistics (e.g. numbers of OWW events taking place, the faith groups planning and attending OWW events and the themes that were covered during OWW events).
- to promote OWW on the website and elsewhere
- to write annual reports for the Ubuntu project, our other funders and the Charity Commission

The format for this evaluation form is very similar so that we can compare results each year; hopefully showing that more people are taking up OWW. This not only ensures that funding can continue but crucially demonstrates that OWW events are important in raising awareness of development issues.

### Guidance Notes

1. When completing the form please **use capital letters and clear handwriting**.
2. Where numbers are asked for please use **whole numbers and not percentages**. This enables us to collate all the data more quickly.
3. If you require more space, please label your answers clearly on additional paper.
4. **Please refer to this list when completing Question F1.** If your event does not fit into these given please specify the type of event you held.

Art	Faith community event	Sporting event
Church service	Film	Stall
Concert	Food event	Talk
Coffee morning	Fundraising	Youth event
Dance event	Literary event	Walk
Discussion	Musical event	Women's event
Fair/fete	School event	

### Guidance for collecting the data

Attached is a **OWW Event Data Gathering Sheet** and a **OWW Event Survey**. Either/both of these forms can be used during or after your events and we hope that they help you to complete the **OWW 2009 Evaluation Form** afterwards.

These forms can be used as they are or adapted to suit your needs. They have been made so that you can photocopy and circulate. Sample documents can be downloaded and modified from the website.

Depending on the event you could:

- Leave on seats for attendees to fill in
- Hand out at a stand for people to fill in
- Enlarge either sheet then hand out post-it notes/ pens for people to fill in
- Go round asking people individually and filling in their answers on the **OWW Survey**.

If you have other ideas for collecting the data please do let us know.

### Some suggestions for asking people to respond to your event

- a. Ask people attending to write a pledge down. E.g. As a result of this event I pledge to...
- b. Have a plenary session asking people to write on flip chart/post-it notes/white board/tell someone some/all of the following: what they enjoyed, what they learned and one thing that they will take away from this event.
- c. Ask the people attending if they would come back again next year. This could be verbal or written, by a show of hands.
- d. Interview individuals, have some questions ready, such as “What does the world hunger for? How can you be a solution to the hunger in the world? Can you tell me what you think about ... (issue you are raising)?” Use these clips to capture different opinions. You could film people and send in the video.

## One World Week 2009 Evaluation Form

Please return by November 30th 2009 to One World Week, PO Box 2555, Reading RG1 4XW.

Email: [oww@oneworldweek.org](mailto:oww@oneworldweek.org)

PLEASE complete CLEARLY in CAPITAL LETTERS

We will assume that you agree for your answers to be used in OWW promotional material. If you would rather that we did not use the answers you give, please tick here ☐

Please answer where relevant, and possible:

Name of OWW planning committee (if appropriate)	<input type="text"/>		
Town/village	<input type="text"/>	County	<input type="text"/>
		Postcode	<input type="text"/>
Your name	<input type="text"/>		
Your email	<input type="text"/>		

### A. Your Involvement

A1. Were you involved in OWW events this year? YES/NO

(If YES, go to question A3. If NO, please complete questions A2 – A3 and return the form. Thank you!)

A2. Was there a reason for not being involved in a OWW event this year?

A3. Would you do any of the following next year? (Please tick/cross all that apply):

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Attend a OWW event  | <input type="checkbox"/> | Organise/run a OWW event                           | <input type="checkbox"/> |
| Promote OWW events  | <input type="checkbox"/> | Support organisers of a OWW event                  | <input type="checkbox"/> |
| Become a regional contact for OWW   | <input type="checkbox"/> | Open planning meeting up to new/interfaith members | <input type="checkbox"/> |
| Mentor new members/planners   | <input type="checkbox"/> | Join a new planning group                          | <input type="checkbox"/> |
| Consider volunteering nationally (trustee/advisor/editor/compiler of resources) |                          |  | <input type="checkbox"/> |

A4. How many years have you been involved in OWW?

### B. Finance [your answers could help us offer suggestions to other planning teams.]

B1. Did you apply for local grants to fund your events? YES / NO

B2. If YES, what amount did you raise and where from?

### C. Media/Promotion

C1. Did you advertise/promote OWW events 2009? YES/NO

If YES please specify what format this took and where

### D. Resources

D1. Did you use any speakers / performers / people as resources? If so, please tell us who?

D2. What resources other than those from OWW did you use (please specify)

**D3. Which 2009 OWW resources did you make use of?** (Please tick all that apply in the **used** column)

**D4. Next to each box you have ticked, please let us know, in the rate column, how you rate each resource you used.**  
Write **1= excellent, 2 = good, 3= average, 4 = poor** to rate each resource that you used.

	used	rate		used	rate
Christian Worship Anthology	<input type="checkbox"/>	<input type="checkbox"/>	Notes to accompany Hunger & Poverty:	<input type="checkbox"/>	<input type="checkbox"/>
Inter faith guidelines	<input type="checkbox"/>	<input type="checkbox"/>	Christian perspectives	<input type="checkbox"/>	<input type="checkbox"/>
An inclusive approach to global issues presentation	<input type="checkbox"/>	<input type="checkbox"/>	Charity: Islamic Perspectives	<input type="checkbox"/>	<input type="checkbox"/>
Islamic Perspective resources	<input type="checkbox"/>	<input type="checkbox"/>	Fasting: Islamic Perspectives	<input type="checkbox"/>	<input type="checkbox"/>
Hungry for One World Leaflet	<input type="checkbox"/>	<input type="checkbox"/>	Grace across Faiths	<input type="checkbox"/>	<input type="checkbox"/>
Hungry for One World Image	<input type="checkbox"/>	<input type="checkbox"/>	Stories to Inspire	<input type="checkbox"/>	<input type="checkbox"/>
Islam central belief & practices	<input type="checkbox"/>	<input type="checkbox"/>	Ten Top tips	<input type="checkbox"/>	<input type="checkbox"/>
Hunger and Poverty: Islamic Perspectives	<input type="checkbox"/>	<input type="checkbox"/>	Form a new local OWW group	<input type="checkbox"/>	<input type="checkbox"/>
Notes to accompany Hunger & Poverty Islamic perspectives	<input type="checkbox"/>	<input type="checkbox"/>	OWW logo	<input type="checkbox"/>	<input type="checkbox"/>
Hunger and Poverty: Christian Perspectives	<input type="checkbox"/>	<input type="checkbox"/>	The OWW website generally	<input type="checkbox"/>	<input type="checkbox"/>

**D5.** If you used any other OWW resources not mentioned please specify them and rate here

**D6. Which resources would you welcome for OWW 2010?**

**E. Events** In this section we want to get an impression of the impact that OWW is having. We may use some of what you write in promotional material or in reports. **Please use additional paper if required.**

**E1.** How /In what ways do you personally benefit from being involved in OWW?

**E2.** How do your OWW events make an impact on public awareness and understanding of global poverty and how it can be reduced?

**E3.** In your opinion, how could these impacts be better measured?

*The following events section F can be copied and filled in for **each event** that was held.*

**F OWW 2009 Events** *Please copy and complete this sheet for each different event*

**F1** What type of event took place? *\*Please refer to Guidance Note 4*

**F2.** Where did this event take place? town/village & county

Venue for this event: Community building / school / youth club / civic building / library / town centre / outside / place of worship (specify sect / denomination)

**F3.** What was special (its high point)?

**F4.** How many people were directly involved in **planning/running** this event?

**F5.** Please indicate the ethnicity of members of your **planning team** by writing **how many** were:

Bangladeshi	<input type="text"/>	Chinese	<input type="text"/>	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Asian (other than mentioned)	<input type="text"/>
Black African	<input type="text"/>	Black Caribbean	<input type="text"/>					Black (other than mentioned)	<input type="text"/>
Arab	<input type="text"/>	Mixed	<input type="text"/>	White	<input type="text"/>	Other than mentioned (specify) <input type="text"/>			
Not known	<input type="text"/>								

**F6.** Please indicate how many of your planning team were:

Baha'i	<input type="text"/>	Christian	<input type="text"/>	Jewish	<input type="text"/>	Sikh	<input type="text"/>	Of no faith	<input type="text"/>
Buddhist	<input type="text"/>	Hindu	<input type="text"/>	Muslim	<input type="text"/>	Specify	<input type="text"/>	Not known	<input type="text"/>

**F7.** What **global** development issues were raised at your event (circle/underline)?

MDGs, climate change, debt, fair trade, inter-cultural dialogue, poverty reduction, our global interdependence, roles individuals can play, human rights, migration, food, other (please specify)

**F8.** Please circle/underline one of the following that best describes how the event was successful in focussing on **global** development issues. Global development issues were:

- |     |                               |     |   |
|-----|-------------------------------|-----|---|
| (a) | raised and central to event   | (c) | briefly touched upon                      |
| (b) | raised but not focus of event | (d) | not apparent at any time during the event |

**F9.** Please circle one of the following that best describes the extent **faith values/ teachings about global development issues** were explored during your event?

- (a) Not at all
- (b) One faith only (please specify)
- (c) Mainly one faith but some cross reference to others (please specify which others)
- (d) Several faiths (please list)

**F10.** *One World Week seeks to encourage involvement from a wide cross-section of our communities. Your responses about numbers attending will help us monitor this and explore ways to assist those who might find this a challenge. When numbers are required, please write answers as whole numbers not percentages. Please approximate where absolute numbers are not possible*

a) Total number of people who attended

b) DIVERSITY Please indicate the approximate numbers of **people attending** from each of these ethnic backgrounds

Bangladeshi	<input type="text"/>	Chinese	<input type="text"/>	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Asian (other than mentioned)	<input type="text"/>
Black African	<input type="text"/>	Black Caribbean	<input type="text"/>					Black (other than mentioned)	<input type="text"/>
Arab	<input type="text"/>	Mixed	<input type="text"/>	White	<input type="text"/>	Other than mentioned (specify) <input type="text"/>			
Not known	<input type="text"/>								

c) AGE (in years). Please indicate **in whole numbers** how many were:

up to 16  17 - 25  26 - 45  46- 65  over 65

d) GENDER Approximately how many males?  females?

e) DISABILITY Approximately how many had a disability?

f) RELIGION Approximately how many attended who were:

Baha'i	<input type="text"/>	Christian	<input type="text"/>	Jewish	<input type="text"/>	Sikh	<input type="text"/>	Of no faith	<input type="text"/>
Buddhist	<input type="text"/>	Hindu	<input type="text"/>	Muslim	<input type="text"/>	Specify	<input type="text"/>	Not known	<input type="text"/>

g) Please circle/underline which of these best describes your event

Inter faith      interdenominational      specific faith (please specify).....      no faith

**A very big thank you for completing this and returning it by 30 November 2009 to One World Week, PO Box, Reading RG1 4XW**