# Evaluation of the [project title]

## INFORMATION FORM FOR PARENTS & GUARDIANS

This is an information sheet to tell you more about a program evaluation that [ORGANISATION] would like your child to participate in. **If you agree to this please sign the form.**

**Background:** [ORGANISATION] is about to undertake an evaluation of [PROJECT TITLE], a community program taking place between [APPROX. DATE RANGE]. [INSERT A ONE-LINE DESCRIPTION OF THE PROJECT HERE]

[ORGANISATION] wants to know more about the impact of these programs for participants. For example, do participants enjoy the program? Does their participation in the program get them thinking about how they interact with people or public spaces differently? Do they develop their confidence and creativity? Did it attract a group of people that might not otherwise come to [ORGANISATION]? Will they stay involved in our programs after the project is over?

To answer these kind of questions, we want to run a series of **surveys,** **interviews and observation techniques** (some of which we will film) with a group of participants across the duration of the project.

**What will it involve?** We will use some easy to understand interview questions and surveys at various points throughout the project.

* **Surveys:** We will invite all participants, including your child, to complete surveys before, during and after the different activities they are involved in.
* **Interviews:** We may also ask your child questions in an interview or get other participants to ask each other questions about their experience.
* **Observation:** We will observe participants doingdifferent activities during the program.
* **Websites and social media analysis:** We will analyse some of the responses and content that participants upload onto social media and the program website.

**IMPORTANT:** We plan to document the project on camera and film. We are doing this so we can produce a short documentary about the project, that may include footage taken of your child. **The interviews we film on camera will not be anonymous. If you do not want your child to be filmed or photographed do not sign the image release form attached.**

**Can I see the questions you will ask my child?** If you would like to have a look at the surveys or interview questions you can get copies by calling [INSERT ORG CONTACT DETAILS HERE]

**Does my child have to participate?** No. Participation is voluntary. Your child can still participate in the program without having to be involved in the evaluation.

**What will [ORGANISATION] do with the results?** We will use this feedback to assist our program evaluation. We may use the results in reports, in information we will post on the internet and in marketing materials.

**Privacy:** Any personal information collected will be handled in accordance with our privacy statement available on our website: [YOU SHOULD HAVE A PRIVACY STATEMENT]

## EVALUATION CONSENT FORM FOR PARENTS & GUARDIANS

This is a permission form to allow your child/ren to participate in the evaluation of [PROJECT TITLE].

Before you sign it please read the **INFORMATION SHEET FOR PARENTS & GUARDIANS.**

If you have any questions please call [ORGANISATION] on [phone number]

Please sign the below if you agree to allow your child to participate in the evaluation activity.

My child’s name is …………………………………………

I agree to allow my child to participate in the survey and interviews and I understand what is involved.

Signed: ……………………………………………………………………………………..

Name: ………………………………………………………………………………………….

Date: ……………………………………………………………………………………………

I need this information in a different language. I speak:

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I need this information in a different language. I speak:

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| --- | --- |
| **Please provide me with this information in a different language.**  | ✓ |
| Chinese | 请以其他语言向我提供此信息。 |  |
| Vietnamese | Vui lòng cung cấp cho tôi thông tin này bằng ngôn ngữ khác. |  |
| Hindi | कृपया मुझे इस जानकारी को एक अलग भाषा में प्रदान करें। |  |
| Italian | Per favore forniscimi queste informazioni in una lingua diversa. |  |
| Greek | Παρακαλώ δώστε μου αυτές τις πληροφορίες σε διαφορετική γλώσσα. |  |
| Khmer | សូមផ្ដល់ឱ្យខ្ញុំនូវព័ត៌មាននេះជាភាសាផ្សេង។ |  |
| Arabic | يرجى تزويدنا بهذه المعلومات بلغة مختلفة. |  |
| Indonesian | Tolong berikan saya informasi ini dalam bahasa yang berbeda. |  |
| Samoan | Faamolemole tuʻu mai ia te aʻu lenei faʻamatalaga i se isi gagana. |  |
| Macedonian | Ве молам дајте ми ги овие информации на друг јазик. |  |
| I speak: |  |  |