

## APPENDIX E. EVALUATION FORMS

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On following pages. These can be xeroxed as needed. *(See also page 13 of this manual for instructions.)*

Mail evaluations and tallies ASAP! to

**Rich Russo, c/o Tobie Kaye, CREGS, 835 Market Street, Suite 523, San Francisco CA 94103**

Or, email Tobie Kaye, [tkaye@sfsu.edu](mailto:tkaye@sfsu.edu), to drop them off at CREGS, 835 Market Street (and Powell), Suite 523.

Alternately, you can use the fill-in tally sheet from our website and scan or photograph the evaluations.

**Please make sure they are readable!** Email all to Rich Russo at [program@sfspeakersbureau.org](mailto:program@sfspeakersbureau.org).

Note that the evaluation and the fill-in tally forms are downloadable from our website under Volunteer Resources, <http://www.sfspeakersbureau.org>.

And please Like our San Francisco LGBTQ Speakers Bureau Facebook page, join our Facebook group, and follow us on Twitter [@LGBTQ\\_Speakers](https://twitter.com/LGBTQ_Speakers)



## **SAN FRANCISCO LGBTQ SPEAKERS BUREAU**

A program of the Center for Research and Education on Gender and Sexuality  
Partnered with the Youth Programs at the San Francisco LGBT Community Center

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*Write all bold text below on the board.*

### **SF LGBTQ Speakers Bureau**

Our program has been in existence since 1978, speaking to students in elementary, middle, and high schools, community colleges, and other institutions to dispel stereotypes about LGBTQ people, to better inform students about our issues, and to prevent bullying, violence, and harassment of LGBTQ people through greater understanding.

*(To explain our origin, you can tell the Harvey Milk story if you know it well.)*

### **Youth Programs at the SF LGBT Center**

**[www.sfcenter.org/programs/youth](http://www.sfcenter.org/programs/youth)**

San Francisco LGBT Community Center

- A safe place for young people aged 24 and younger to connect with our community. The program's purpose is to build community among LGBTQ youth and allies, and to encourage healthy community engagement. Annual queer youth prom and more.

**LYRIC, [www.lyric.org](http://www.lyric.org)** (Lavender Youth Recreation and Information Center).

- Resources and activities for LGBTQ youth.

The **Trevor Project queer youth life line: 866-488-7386** (Suicide intervention)

- Chat or text at **<http://www.thetrevorproject.org>**  
Online question and answer resource and support for queer and questioning youth surrounding sexual orientation and gender identity. Social networking.

## **GUIDELINES**

- We are not representing all gays, lesbians, bisexuals and transgender people, we can only speak for ourselves. The community is large and diverse and we can't possibly speak for all of them.
- It is normal to have stereotypes. We all grew up with these and none of us asked for them. Please feel free to ask questions about stereotypes. That is what we are here for.
- There are no questions too stupid or personal. If we find that a question is too personal, we will tell you, but please feel free to ask.

*The teacher cannot leave the classroom.*

*(updated September 2014)*



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## HOW WAS IT?

Elementary School Student Evaluation of  
SPEAKER PRESENTATION

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_

TEACHER \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

AGE \_\_\_\_\_ ETHNICITY \_\_\_\_\_ GENDER \_\_\_\_\_

THE SPEAKERS NAMES ARE:

\_\_\_\_\_ and \_\_\_\_\_

How did you feel about having LGBTQ speakers in your classroom?

Very Comfortable      Comfortable      Uncomfortable      Very Uncomfortable

After hearing today's speakers, do you know more about LGBTQ people?    YES    NO

What did you learn today?

After hearing today's speakers, would you defend someone being teased or being called names?

YES    NO    What would you do?

I thought the speakers were (circle one):

VERY GOOD      GOOD      OK      BAD

What did you like best about the talk today?

Was there anything you did not like?

Any other comments?



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## HOW WAS IT?

Middle and High School Student Evaluation of  
SPEAKER PRESENTATION

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ PERIOD \_\_\_\_\_

TEACHER \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

AGE \_\_\_\_\_ ETHNICITY \_\_\_\_\_ GENDER \_\_\_\_\_

THE SPEAKERS NAMES ARE:

\_\_\_\_\_ and \_\_\_\_\_

How comfortable did you feel about having LGBTQ speakers in your classroom?

Very Comfortable      Comfortable      Uncomfortable      Very Uncomfortable

Has this presentation increased your understanding of LGBTQ people?      YES      NO

What did you learn today?

After hearing today's speakers, if you saw or heard someone putting down LGBTQ people (for example: jokes, teasing, name-calling, criticizing boy or girl appearance or behavior, or saying "That's so gay."), would you be more likely to do something about it?      YES      NO

What would you do?

Overall, I thought the speakers were (circle one):

VERY GOOD      GOOD      OK      POOR      VERY POOR

What did you like best about the presentation?

Was there anything you did not like? Please explain:

Any other comments?



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### HOW WAS IT?

#### College/University Student Evaluation of SPEAKER PRESENTATION

Today's presenters are: \_\_\_\_\_ and \_\_\_\_\_

.....  
We track the following data elements to enable the SF LGBTQ Speakers Bureau to apply for additional funding to support programs like today's speakers at your facility. Please answer the questions to the best of your ability. This is anonymous and internal information.

Date \_\_\_\_\_ Site \_\_\_\_\_

Course/Period \_\_\_\_\_ Instructor \_\_\_\_\_

Your age \_\_\_\_\_ Ethnicity \_\_\_\_\_

Sexual Orientation/Gender \_\_\_\_\_

How comfortable did you feel about having LGBTQ speakers and topics today?

Very Comfortable          Comfortable          Uncomfortable          Very Uncomfortable

Has this presentation increased your understanding of people from the LGBTQ community?

What did you learn? YES    NO

After hearing today's speakers, if you saw or heard someone putting down LGBTQ people (for example: jokes, teasing, name-calling, criticizing male or female appearance or behavior, or saying "That's so gay."), would you be more likely to do something about it? YES    NO

What would you do?

Overall, I thought the speakers were (circle one, then explain below):

VERY GOOD          GOOD          OK          POOR          VERY POOR

What did you like most about the presentation?

Was there anything you would improve upon or recommend regarding this discussion?

Additional comments?



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### TEACHERS EVALUATION OF SPEAKERS BUREAU PRESENTATION

Thank you for inviting us into your classroom. We value your comments.

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ CLASS \_\_\_\_\_

YOUR NAME \_\_\_\_\_

1. What did you hope that your students would get out of this presentation and did we meet your needs?

2. What about the presentation did you feel impacted them most?

3. What other issues do you feel should have been addressed or expanded upon?

4. Would you recommend these speakers and the Bureau to others? If not, why?

5. Please suggest anything these speakers could do to improve their presentation.

Speaker 1 (name) \_\_\_\_\_

Speaker 2 (name) \_\_\_\_\_

6. Do you have any concerns about today's presentation?

7. The overall presentation was (circle one):

1	2	3	4	5
very poor	poor	fair	good	very good

**Thank you for helping us to evaluate and improve upon our program!**



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### **SPEAKER EVALUATION**

YOUR NAME \_\_\_\_\_

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ CLASS \_\_\_\_\_

# OF STUDENTS \_\_\_\_\_ RACIAL/ETHNIC COMP. \_\_\_\_\_

HOW WAS THE CLASS? Please comment on discipline problems, support from the teacher, the number of questions, receptivity of the students, etc.

HOW DID THE PRESENTATION GO? Please comment on your presentation and your evaluation process:

HOW WAS THE SCHEDULING PROCESS? How well did Speakers Bureau staff and your co-speaker work with you?

**THANK YOU FOR YOUR PARTICIPATION!  
YOUR WORK DOES MAKE A DIFFERENCE IN THE WORLD!**



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### SPEAKERS BUREAU TALLY SHEET

Date \_\_\_\_\_ Venue \_\_\_\_\_

Speaker 1 \_\_\_\_\_ Speaker 2 \_\_\_\_\_

No. of students: \_\_\_\_\_ Teacher \_\_\_\_\_

Class time \_\_\_\_\_ Grade level \_\_\_\_\_

#### COMFORT LEVEL

Very Comfortable

Comfortable

Uncomfortable

Very Uncomfortable

#### CHANGED FEELINGS OR INCREASED UNDERSTANDING?

Yes

No

#### MORE LIKELY TO INTERFERE?

OR

#### HELPFUL TO OTHER STUDENTS?

Yes

Yes

No

No

#### OVERALL OPINION OF SPEAKERS

Very Good

Good

Fair

Poor

#### ADDITIONAL COMMENTS:



# SAMPLE FILLED-OUT TALLY SHEET

## SPEAKERS BUREAU TALLY SHEET

Date 1/12/12 Venue Woodside

Speaker 1 Terry Speaker 2 Pike

No. of students: 44 Teacher Megan Mercutio

Class time 9:30-11 Grade level 9th-12th

### COMFORT LEVEL

Very Comfortable |||| |||| | (11)

Comfortable |||| |||| |||| |||| |||| || (28)

Uncomfortable ||| (3)

Very Uncomfortable || (2)

### CHANGED FEELINGS OR INCREASED UNDERSTANDING?

Yes |||| |||| |||| |||| |||| |||| | (36)

No |||| (5)

### MORE LIKELY TO INTERFERE?

OR

### HELPFUL TO OTHER STUDENTS?

Yes |||| |||| |||| |||| (20)

Yes |||| |||| |||| (15)

No |||| |||| (8)

No | (1)

### OVERALL OPINION OF SPEAKERS

Very Good |||| |||| |||| |||| |||| (23)

Good |||| |||| (7)

Fair |||| |||| (8)

Poor | (1)

### ADDITIONAL COMMENTS:

" They kept it real. "

" I know how they feel and understand now that it isn't bad. "