**Program Summary**

**For Office Use Only:**

* Participant numbers entered into ParkPro
* Entered into 5 Ways Spreadsheet

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**FYE Program Summary**

Please use this document as a resource for your FYE debriefs. This Program Summary was created with the intention of guiding conversations for staff debrief. Your feedback will also help in our efforts to continuously improve our virtual programming.

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| Name of Professors you Worked With |
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Scribe:

Date:

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| |  |  |  | | --- | --- | --- | | Team Member | Clock In On Time? Yes / No | Clock Out Time | | TL | Yes No  How Late: |  | | F | Yes No  How Late: |  | | F | Yes No  How Late: |  | | F | Yes No  How Late: |  | | A | Yes No  How Late: |  | | A | Yes No  How Late: |  | | A | Yes No  How Late: |  |   Are there any staff topics that management should be informed of? Staff on time, dressed appropriately, technical issues?    Were there any staff highlights?    Were there any ideas for game or itinerary improvement? |  |  |  |  |  |  |  |

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