#### **Program Summary**

**For Office Use Only:**

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

|  |
| --- |
|  |

ClientDate

## Representative Time

## # of participants in the beginning:  # of participants in the end:

Client Goals and Objectives:

Type of Program - check one: CSUS [ ]  Community [ ]  Corporate [ ]

Other (explain):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| Team Member  | Clock In On Time? Yes / No  | Clock Out Time  |
| TL | Yes[x]  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, training, check-off’s, etc? *Before the Program*Did the Team Lead contact the client at least 1 week prior to the program? Please describe the communication between TL and client. What was helpful? What would you have liked to know?*Itinerary* List any additions to the program itinerary and describe why you added them.List any deletions to the program itinerary and describe why you deleted them.*Program Description*Describe the opening / Energizer portion of the day. Was the client on-time, how was the energy of the staff, client, etc.?Describe the initiative portion of the day. What worked/did not work, what would have worked better, etc.?Describe the closing. Why did you choose the closing that you did? Where was the energy of the group?*Post Program* What specific information does management need to know about the client/program? Did the participants voice any specific concerns or misgivings? Is there any exceptional feedback?Please document any Zoom issues and attach the itinerary.  |  |  |  |  |  |  |  |

**Did the TL forward the Program Summary to Valerie, John, and the Front Desk?** **[ ]**

**Is the itinerary attached?** **[ ]**

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**John’s Email:** **gratton@csus.edu**

**Front Desk Email :** **asi-pke2@csus.edu**