



Vehicle Leaks Blitz

Event Coordinator Evaluation Form

6 Steps to Success

Before the event

1. Print this **event coordinator evaluation form** so you can track information the day of the event.
2. Print a **volunteer tracking form** for every volunteer you expect (plus a handful of extras).
3. Obtain a clipboard and pen for each volunteer you expect.

The day of the event

4. Prepare and train the volunteers:
 - a. Give every volunteer a clipboard, pen, and **volunteer tracking form**.
 - b. Explain how to fill out the **volunteer tracking form**.
5. At the end of the day, retrieve completed forms from volunteers and compile the information into the **event coordinator evaluation form**.
6. Report your results! Enter your event data here: www.surveymonkey.com/s/VehicleLeaksBlitz

Basic Event Information

Date		
Time	Start:	End:
Event name		
Location/address		
Sponsoring jurisdiction		
Partner businesses or organizations		

Event Resources

Number of test kits used	
Number of volunteers	
Number of paid staff	

Event Outcomes

Number of leaking vehicles (🔥)	
Number of "leak free" vehicles (👍)	
Total number of vehicles checked	

Event Outcomes

What are your recommendations or lessons learned that can help other "Vehicle Leaks Blitz" organizers be successful?

To submit this information, please visit www.surveymonkey.com/s/VehicleLeaksBlitz