To help us understand the impacts of this project and improve future efforts, we are asking for your help with several reporting and evaluation tasks:

**Required Report**: Each kit recipient must submit an online report **no more than 3 weeks** after the event**.** Find the report at: [http://bit.ly/BwBreport](http://www.surveygizmo.com/s3/2637150/BwBFinalReport)

* **Facilitator Names & Emails**: Use the Facilitator Email Signup sheet in your kit to collect names and email addresses from staff and volunteers over the age of 18 who attend your Building with Biology orientation and/or facilitate a hands-on activity. The report will ask you to provide this information so evaluators can send the facilitators an online feedback survey. At your orientation, alert the facilitators that they will be invited to complete this optional survey.
* **Number of Participants**: The report will ask you to provide:

REQUIRED reporting information

* + *Estimated Number of Passports Distributed*(if applicable)**:** If you use the Building with Biology passports, tell us how many passports you passed out and how long it took to distribute them. This information will help us estimate your attendance.
	+ *Estimated Attendance at Event***:** Tell us the total estimated number of people in your building or space on the date of your event and provide an estimate of the percent of people out of that total who visited your Building with Biology activities. The report will also ask how you came up with these numbers.

**Optional Event Host Surveys**: Our summative evaluator, Rockman et al, may already have contacted you about an online pre-survey. After your event, you will be asked to complete a post-survey. Participation is voluntary, but we appreciate your feedback.

Forum stipend recipients and sites that have been selected for the coordinated evaluation of Building with Biology’s public impacts will be contacted separately about additional evaluation tasks. Whether or not you participate in these coordinated evaluations, you are free to use data collection instructions, surveys, and professional development materials that the Evaluation Team has created. These resources are available at: [buildingwithbiology.org/project-evaluation](file:///C%3A%5CUsers%5Cktodd%5CDownloads%5Cbuildingwithbiology.org%5Cproject-evaluation)

Thank you in advance for your participation. Your input is vital in helping us learn from this project and improve our future work. If you have questions about the evaluation for this project, please contact Elizabeth Kollmann at ekollmann@mos.org or 617-589-0467.

**The Building with Biology Evaluation Team**