



**VISIT PLANNING AND EVALUATION FORM FOR
CLUB/GROUP/PROJECT WORKERS**



Please complete the first half of this form before Youth Clubs Hampshire and Isle of Wight's come and visit your club/group/project. You should complete the second part of the form after the visit. Please try and involve all your staff and volunteers in completing the form.

PRE-VISIT SECTION

Name of club/group/project: _____ Worker in charge: _____

Date of visit: _____ Number of other staff/volunteers: ____ Number of young leaders: ____

Reason for visit (e.g. workshop, observation, advice): _____

Please tell us how you hope the staff/volunteers at your club/group/project will benefit from the visit: _____

Please tell us how you think the young people at your club/group/project will benefit from the visit: _____

POST-VISIT SECTION

How have your staff/volunteers benefited from the visit? _____

What do you think the young people have taken away from the visit? _____

What ideas or suggestions for future sessions and activities have come about as a result of the visit? _____

What issues or concerns about your club/group/project were raised by the visit and what action to you plan to take to address these? _____

Was there anything about the visit that you would change? _____

Would you like another visit? Yes / No / Not Sure

Do you have any suggestion about the kinds of activities we could offer during future visits?

Please tell us which of these things you already do and which you will consider doing in the future following your visit:

- Have a team chat before you opens to the young people? Already Do This / Will Consider
- Plan the activities for each session in advance? Already Do This / Will Consider
- Do a risk assessment at the start of each session? Already Do This / Will Consider
- Ask young people what activities they would like to do? Already Do This / Will Consider
- Evaluate activities with the young people? Already Do This / Will Consider
- Have a team chat after the session once the young people have left? Already Do This / Will Consider