

# HEIRS' PROPERTY

## EVALUATION TOOLKIT INSTRUCTIONS

### Purpose of Evaluation:

Evaluation is a critical component for the program to estimate the impact of the resources. It allows us to answer the questions that focus on the value of the training. The evaluation feedback is important for the funders to receive in order to be accountable for the use of public resources. The summaries help to communicate the value of the public investment in the effort to not only the funders but also the program partners. The feedback is also valuable to individual educators aiding them in communicating the impact and/or value of their individual effort(s). The AgFTAP program leaders will aggregate the results to estimate the program's total impact in terms of producers trained as well as identifying some individual farmer & rancher success stories. In addition to a national summary, state level summaries and impacts will also be finalized. Therefore, please make sure that your efforts are included in the program's impact.

### **Please draw participants' attention to this statement at the top of each survey form. The one from the workshop survey is below and the 3-month survey is similar:**

Please provide your feedback. The project involves research which includes completing this questionnaire and one after 3 months. For more information, contact John Green, john.green@msstate.edu or (662) 325-0595. Participation is voluntary, but your input is important. Individual responses will be confidential. Reports will be in summary form. IRB-23-285

### Evaluation Tools:

- Post-Workshop Survey to be used at the close of training
- 3-Month Follow-up Survey – to be used after about three months. This can be done by electronic survey, paper survey, or by a follow-up visit or phone call
- QR codes that can be used for either of the above surveys if participants prefer to respond online.
- Outcomes and Impacts Chart – For use in RVS plan and reporting

### Process:

#### **Immediately after a workshop:**

- At the close of each training session, please administer the post-workshop survey. Question 4 gives participants a place to note which of the three segments are covered. You may need to coach them on what to put there as they may not recognize how your material fit within those three modules (i.e. whether you taught only one or two of the modules or all three).
- You may administer paper copies and/or invite participants to fill out the survey online. You have both the paper copy and a QR code to the online survey in this packet.

- If you use paper copies, please mail or scan/email to SRDC using the contact information below.
- If some or all of your participants use the online survey, contact John or Rachel with the date the workshop is held so we can pull the data.
- Once SRDC receives your data, we will synthesize these into a report that we will give back to you. These reports will match up to the RVS reporting system if you used the Outcomes and Impacts Chart to set them up.

### **3 Month Follow-Up:**

- Using your sign-in sheet from the workshop, send the three-month follow-up survey to participants, asking them to complete and mail back OR you can use the QR Code for the 3 month follow up and send to them electronically if you have email addresses. You can also offer this survey face-to-face if you are meeting with the participants for continued support.
- Mail or scan/email hard copies to the address below. Notify John or Rachel if you used the QR code.
- SRDC will provide a follow-up report for the 3-month follow-up impact. This will align with RVS reporting if you used the Outcomes and Impacts Chart.

### **Got questions? We're here to help:**

John Green, Director, Southern Rural Development Center

[john.green@msstate.edu](mailto:john.green@msstate.edu)

Roseanne Scammahorn, Southern Rural Development Center

[r.scammahorn@msstate.edu](mailto:r.scammahorn@msstate.edu)

Southern Rural Development Center

P.O. Box 5187

MS State, MS 39762