

PROGRAM EVALUATION



Program evaluation is an important practice for every school in order to help measure the success and impact of the breakfast club and to ensure it is meeting school needs. Evaluation is useful for:

- Guiding program growth and improvement;
- Monitoring if the breakfast club is meeting the intended objectives set out in the action plan;
- Learning from past experiences;
- Reporting impact to donors, parents, and the school community.

Program evaluation doesn't need to be complicated. It can be done at the end of the school year, but should also be integrated into the day-to-day routine at the breakfast club. When thinking about ways to evaluate the club, it's important to identify what information is needed, how it will be collected, and for what purpose. There are many simple ways for schools to evaluate the breakfast club including:

- Listening to student and staff needs;
- Making observations and documenting them;
- Collecting testimonials;
- Completing school surveys;
- Collecting statistics (number of participants, number of days served, attendance rates, etc.);
- Tracking changes in attendance rates, student food choices, number of students eating breakfast regularly, and behavior, etc.

All schools should take the time to reflect on, evaluate and celebrate the breakfast club's achievements on a regular, ongoing basis.

MONTHLY REPORTING



Many program funders, including Breakfast Club of Canada, require that important program data be submitted monthly, including:

- Average number of students who attend the program per day;
- Number of days the breakfast club operates each month;
- Number of volunteers and volunteer hours;
- All revenues and expenses.

In order to ensure compliance to donor needs, schools are required to set up an accurate system for tracking statistics and to maintain all program receipts and accounting records.

For more information on monthly reporting requirements, please contact your Breakfast Club of Canada regional coordinator.



See the "Additional Resources" section for a daily tracking form and the description of expenditures form.

