

## Evaluation Guidelines

You are responsible for sharing either paper surveys or the online survey link with your participants. If you decide to use paper surveys, you may download them from the toolkit site ([mainehtrainerstoolkit.weebly.com](http://mainehtrainerstoolkit.weebly.com)), have participants complete them during the training, and then you may enter the responses into the following link (also available on the toolkit site): <https://www.surveymonkey.com/r/MaineHTTraining>. Or, you may email them all that link following the training. If you do this, please remind them again to take it the following week.

### Sample email to request surveys:

*“Thank you for attending the recent “Human Trafficking in Maine” training. Please take a quick minute to complete this survey, [here](#). Your feedback is an important part of how we ensure that the training is effective, and helps us continue to demonstrate the impact of this work. Your voice matters.*

*Once again, [here](#) is the link to the survey. Thank you!”*

### Sample follow-up at one week:

*(forward the first email) “Hello! Just a reminder that your feedback on the recent “Human Trafficking in Maine” training is very important. Please take a minute to complete [this](#) survey – thanks!”*

You are also responsible for letting MECASA know who you have trained using this curriculum. You have two ways to do this:

1. Complete this survey at <https://www.surveymonkey.com/r/MaineHTTrainingReport>
2. Send a follow up email to Jess at MECASA, [jess@mecasa.org](mailto:jess@mecasa.org), to let her know:
  - When the training took place
  - Where the training took place
  - Number of participants
  - Audience discipline (law enforcement, homeless services, crisis, medical, community, etc.)

After the evaluations are complete, she will send the trainers and training coordinators an evaluation summary.