**Involvement evaluation form for service user**

**representative/project advisor**

Insert organisation name

**What is the purpose of this form?**

* To record your reflections after being involved as a service user representative/project advisor at a meeting or event.
* To provide information to help improve the experience and effectiveness of service users involved as service user representatives/project advisors.

**What will happen to this information?**

* We will collate and analyse the data.
* The amalgamated data along with anonymised comments will be used to

inform the evaluation and improve the experience and effectiveness of service

users involved as service user representatives/project advisors.

• The evaluation and anonymised comments may be included in reports.

**Please complete and return this form to:**

                                                                                                                                                                                              

**Answering the questions**

Where options are given, please tick the relevant box. In the case of the scale 1-5 please use as follows:

1  2  3  4  5

low high

If any of the questions are not relevant then please ignore or put N/A. Any comments you want to add are welcome.

**You and the meeting/event**

Your name (optional):                              

Your role and responsibility in the meeting/event:               

Name of meeting/event:                              

Date of meeting/event:                              

**Before the meeting/event**

How long before the meeting/event did you receive the paperwork?

on the day

1-3 days

4-7 days

more than 7

Was this sufficient?

yes

no

If not sufficient then how long before the meeting/event would you have liked the paperwork?

                                                                      

In what way did you receive the papers?

by email

printed copy

Was this best for you?

yes

no

If no, how would you have liked to receive them?

                                             

How clear were the papers?

1  2  3  4  5

low high

Were you offered the opportunity to raise queries before the meeting/event?

yes

no

If yes, how well were your queries answered?

1  2  3  4  5

low high

**During the meeting/event**

How much did you feel able to contribute to the meeting/event?

1  2  3  4  5

low high

Do you think that the inclusion of service user representatives/project advisors had any impact on the meeting/event?

1  2  3  4  5

low high

Did the chair of the meeting or event facilitator support you?

1  2  3  4  5

low high

Did you feel supported by other members during the meeting?

1  2  3  4  5

low high

**After the meeting/event**

Do you think your views were valued?

1  2  3  4  5

low high

Were you offered the opportunity to raise queries after the meeting/event?

yes

no

**I**f yes, how well were the queries answered?

1  2  3  4  5

low high

**Final thoughts**

Overall, how would you rate your input into the meeting/event?

1  2  3  4  5

low high

What would help your input into future meetings/events?

                                                                                                                                                                                                                                                                                                                                                                                                                                                             

Is there any information or training that might benefit you for future meetings/events like this one?

                                                                                                                                                                                                                                                                                                                                                                                                                                                            

Are there any additional comments that you would like to make?

                                                                                                                                                                                                                                                                                                                                                                                                                                                            

**Thank you for completing this questionnaire.**