

SECRETARY / BOOKKEEPER WORKSHOP EVALUATION FORM
(May 9, 2017)

Your feedback is important to us. We hope you will take a few minutes to complete this evaluation form.

- 1) Please rate the ease in registering for the workshop
(1 = difficult and 5 = super easy)

1 2 3 4 5

- 2) Please rate the selection of morning refreshments
(1 = good and 5 = bad)

1 2 3 4 5

- 3) Please rate the noon meal selection
(1 = good and 5 = bad)

1 2 3 4 5

- 4) Please rate the overall accommodations for this workshop at Northern Michigan University
(1 = good and 5 = bad)

1 2 3 4 5

- 5) Did you have any trouble finding the location of the workshop?

____ Yes ____ No

- 6) Was there adequate parking when you arrived at the workshop?

____ Yes ____ No

- 7) Please indicate which presentations you found helpful (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Evangelization | <input type="checkbox"/> Paycor Demonstration |
| <input type="checkbox"/> Benefits & Integration with Paycor
(Assistant Benefits Manager MCC) | <input type="checkbox"/> Sacramental Register Policy |
| <input type="checkbox"/> 2017 Parish Annual Report Procedures Support | <input type="checkbox"/> Mission First: The Parish Office and
Evangelization |
| <input type="checkbox"/> 2017-18 Collections Discussion | <input type="checkbox"/> Parish Data System, 1099, & GL Printing
(Technical Consultant PDS) |
| <input type="checkbox"/> Priest Payroll | |
| <input type="checkbox"/> UPCSA Changes: Follow-up | |
| <input type="checkbox"/> Common Audit Comments, Preparation, Procedures (Makela Toutant, Hill & Nardi) | |

- 8) The ministry booths were intended to highlight a few diocesan ministries that are funded, in part, by UPCSA. Which booths did you find the helpful? (check all that apply)

- | | | |
|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Development Booth |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evangelization and Education |

- | | | |
|------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Worship & Sacred Music |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Campus Ministry / Vocations |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Catholic Social Services |

Please list at least one thing you learned by visiting the booths:

9) What types of booths would you like to see next year?

10) Do you find attending this workshop and training worth your time?

- Yes No

11) If you had to plan this workshop for next year what would you put on the agenda?

12) In what areas do you need more training?

13) Other comments or suggestions:

PLEASE COMPLETE AND LEAVE AT YOUR TABLE BEFORE DEPARTING