|  |
| --- |
| *Thank you for helping [PROGRAM NAME]! This year we provided over XXX vaccinations. We welcome your feedback on how this year’s campaign went and what we can do to improve for next year’s campaign.* |

1. **Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Your affiliation:** (provide multiple choice, examples: “school district”, “local health department”, “school volunteer”)
3. **Which role did you perform to support [PROGRAM NAME]? (Check all that apply)** (provide multiple choice, examples: “vaccinator”, “form reviewer”, “clinic lead”)
4. **Did you feel adequately trained for your role? If not, please share how we can improve training for next year.**

◻ Yes ◻ No, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **We used XXX software to manage staff scheduling. Please rate the software on the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Very difficult** | **Somewhat difficult** | **Neither easy nor difficult** | **Somewhat easy** | **Very easy** |
| Overall ease of use | ◻ | ◻ | ◻ | ◻ | ◻ |
| Registration process | ◻ | ◻ | ◻ | ◻ | ◻ |
| Finding the different types of shifts to sign up for | ◻ | ◻ | ◻ | ◻ | ◻ |
| Receiving email reminders | ◻ | ◻ | ◻ | ◻ | ◻ |
| Cancelling shifts | ◻ | ◻ | ◻ | ◻ | ◻ |

1. **If you have any additional feedback on the software, please provide it below:**

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|  |

1. **What did [PROGRAM NAME] do well this year?**

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1. **What did not go well this year?**

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1. **What would you suggest be changed for next year?**

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**Thank you for participating in [PROGRAM NAME] this year. We look forward to next year's campaign.**