



**National Active and Retired  
Federal Employees Association**  
606 North Washington Street  
Alexandria, Virginia 22314-1914  
(703) 838-7760 • FAX (703) 838-7783

# Speaker Evaluation

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Please complete and submit this form. Your evaluation and comments will be used to improve NARFE recruitment.

***To claim reimbursement for expenses, complete and attach the Speaker/Event Expense Form (FH-24) and forward both reports to your federation president for signature.***

Agency \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_

Speaker \_\_\_\_\_ Phone \_\_\_\_\_ Assistants \_\_\_\_\_

Number of Attendees (including Spouses) \_\_\_\_\_

## Event Speaker Information

Yes    No

- |                       |                       |   |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | Did you have necessary supplies for the event?                            |
| <input type="radio"/> | <input type="radio"/> | Did you allow 10 working days for supplies to arrive?                     |
| <input type="radio"/> | <input type="radio"/> | Were you given adequate time to deliver your message about NARFE?         |
| <input type="radio"/> | <input type="radio"/> | Did you distribute informational packages?                                |
| <input type="radio"/> | <input type="radio"/> | Were you satisfied with your presentation?                                |
| <input type="radio"/> | <input type="radio"/> | Did you generate any leads for potential members? If yes, how many? _____ |
| <input type="radio"/> | <input type="radio"/> | Did you list your recruiter ID# on the membership applications?           |
| <input type="radio"/> | <input type="radio"/> | Did you offer attendees a complimentary copy of <i>NARFE</i> ?            |
| <input type="radio"/> | <input type="radio"/> | Do you plan on following up your leads?                                   |
| <input type="radio"/> | <input type="radio"/> | Did you enroll any new members? If yes, how many? _____                   |

(over)

What key points did you highlight?

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What training materials did you use to prepare your presentation? (Check all that apply.)

- ☐ PRS Guidelines ☐ Membership Development Manual
- ☐ *narfe* magazine ☐ Other \_\_\_\_\_

What materials did you use at your event? (Check all that apply.)

- ☐ Flip Chart ☐ Overhead Transparency
- ☐ *narfe* magazine ☐ Other \_\_\_\_\_

What changes (if any) would you make to improve the resources available for volunteer NARFE representatives?

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Additional Comments:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for completing this preretirement seminar evaluation. Your opinions and suggestions are very important to us.*