

# Volunteer Workshop Evaluation Criteria

Dear [Volunteer Coordinator's Name],

We appreciate your efforts in organizing the upcoming volunteer workshops. To ensure the success of these events, we have established the following evaluation criteria:

## Evaluation Criteria

- **Workshop Content:** Relevance and clarity of the topics covered.
- **Facilitator Delivery:** Engagement and effectiveness of the facilitator.
- **Participant Interaction:** Opportunities for discussion and involvement.
- **Logistics:** Organization and facilitation of the workshop environment.
- **Feedback Mechanism:** Methods for collecting participant feedback.

We encourage you to use these criteria when planning and assessing each workshop. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your commitment to enhancing our volunteer programs.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]