

## VII. Registration and Participant Evaluation Forms

Attached for your reference and use are forms for registering participants at your event and for participants to evaluate the success of your Community Summit.

- The **Registration Form** helps you identify your participants and leaves you with a record of the numbers and backgrounds of those individuals and organizations who attended your Summit. It will also help you develop a database or contact list for building a Citizen Diplomacy network in your community.
- The **Participant Evaluation Form** helps you assess your success in meeting the Community Summit goals and identifying lessons learned for planning future activities. The evaluations can also help your community decide what future steps to take in strengthening Citizen Diplomacy locally and nationally and in building momentum for more global engagement in your community.

Both forms will contain information that the Coordinator will need to complete the **ONLINE EVALUATION** at [www.citizen-diplomacy.org](http://www.citizen-diplomacy.org).