

	Yes	No		Comment/Response
Name				
What activity did you lead?				
Radios				
Number of Radios Returned				1 2 3 4 5 6 7 8
Any issues with Radios	Yes	No		Comments:
First Aid Kit				
Where you given a first aid kit	Yes	No		
What number kit was it?				#
Did you use anything in the first aid kit?	Yes	No		
What did you use?				
Was an incident report filled out?	Yes	No		If not, why not?
Do we need to resupply the First Aid Kit before it goes out again?	Yes	No		What:
Medical Envelope				
Did you open the Medical Envelope	Yes	No		
Was there an incident report filled out?	Yes	No		
If not why not?				
Reimbursement Form				
Were there any expenses to be reimbursed?	yes	No		Make sure to fill out a reimbursement form and hand in with all receipts.
Incident Report				
Was there reason for an incident report to be filled out?	Yes	No		
Is the incident resolved or is there follow-up required	Resolved	Follow up		Make sure to give the incident report directly to chairperson.

Transportation				
What vehicles did you use?	Bus	Van	Car	For vans or buses, which number?
Any issues with the vehicles?	Yes	No		If yes, please describe.
Any issues with the Driver?	Yes	No		If yes, please describe. If an incident report was filed, please note this instead:
Drivers Name?				
Mapping/Directions issues?	Yes	No		If yes, please describe:
Timing Issues?	Yes	No		If yes, please describe:
Other comments about transportation?				
Were there any accidents or incidents?	Yes	No		If yes was a MOCA Vehicle Accident Report or incident Report completed? Yes No An accident report must be completed for ALL accidents.
Ratings				
How would you rate your overall experience of the Activity you just led?				Low 1 2 3 4 5 6 7 8 9 10 High
What was your low point of the Activity?				
What was your high point of the activity?				
Would you want to lead an activity next time?	Yes	No		Why or why not?
Any issues with any participant(s) on your activity	Yes	No		If yes, DO NOT describe here. Instead, please complete an incident report, or if the issue does not warrant a formal incident report, notify one of the event chairs verbally.
Other comments:				