Good Morning/Afternoon,

Thank you for time and effort in supporting the students at (name of institution) through the recent outreach session. I hope it was a good experience for you.

Indspire is dedicated to providing the best support possible to students interested in applying for the *BBF: Bursaries, Scholarships and Awards* Program. We appreciate and encourage feedback from you regarding the outreach session as well as regarding your own presentation skills so that we may improve our support and better meet the needs of the students.

***Please provide your feedback on the following:***

1. Did you arrive early and well prepared for the outreach session? Yes/No
2. Was the Student Services staff prepared for your arrival? Yes/No
3. Did it appear that the outreach session had been promoted among students and on campus? Yes/No
4. Was the Student Services staff helpful and engaged in the presentation? Yes/No
5. Did you feel knowledgeable and confident in your presentation? Yes/No

Comment:

1. Can you provide suggestions to enhance the program delivery and/or increase student attendance?

Please feel free to add additional comments.

Respectfully,

(Signature)