

# SA GIVES POST- EVENT REPORT

## **GENERAL INFORMATION:**

This report is to be submitted by the SA Chartered Organization upon completion of the project or activity approved as part of the SA Gives Grant Program.

This report must be filed via B-Engaged no later than 10 class days following the completion of the event. This report will be certified by the staff of the Center for Civic Engagement and forwarded with comments to the SA Gives Review Committee. It should be noted that based on the initial application and the follow up certification of this report, the review committee may either fully fund the original grant, adjust the grant amount up or down as appropriate, or deny the grant to be paid.

The organization will be notified of the final disposition of the grant and when it might expect a deposit to be made to their SA account. Please note that this does not count as fundraised income.

## **THE POST-EVENT REPORT:**

NAME OF STUDENT ORGANIZATION:

NAME OF PERSON COORDINATING THE PROJECT:

COORDINATOR'S PHONE:

COORDINATOR'S E-MAIL ADDRESS:

Please describe the volunteer project your organization completed under the grant program?

What date was the project completed?

How do you believe this activity benefited the community?

Did you work through a community agency or organization to do this project consistent and as listed in your application?

If NO, please provide the following:

Name of local organization or agency:

Name of local organization contact person:

Local contact person's phone:

Local contact person's e-mail:

## **SA GIVES POST- EVENT REPORT**

How many members of your group participated in this activity?

How many total hours did your group contribute to this project including those you used to plan the event?

Have these service hours been posted on B-Engaged?     Yes     No

What expenses did you incur in connection with this project? (i.e. food, transportation, materials, etc.). Please list:

What other information would you like to share with the committee about your organization and this project?