

**Registered Student Organization Grant**

**Post-Event Summary Report**

**Funded by Student Activity Fees and**

**Managed by the Student Life Committee**

**An RSO that is awarded an RSO Grant must submit a *Post-Event Summary Report* within 30 days of the event. Failure to submit the report with expense documentation and return unused funds will result in RSO probation subject to restrictions and loss of privileges for the remainder of the academic year. The RSO will also be ineligible to submit subsequent funding proposals.**

* **Click to fill in the blanks**
* **Print the completed form**
* **Route for Signatures**
* **Submit to the Office of Student Affairs (US 155) for the Student Life Committee**

**Date:** Click here to enter text.

**Registered Student Organization(s)**

**sponsoring the event:** Click here to enter text.

**Provide a paragraph on the benefits received by the RSO:**

Click here to enter text.

**Provide a paragraph on the benefits received by Students:**

Click here to enter text.

**Event Details:**

**Title:** Click here to enter text.

**Date:** Click here to enter text.

**Attendance or Number of Participants**

**(Non-RSO Members):**

Click here to enter text.

**Marketing Steps Implemented:**

Click here to enter text.

**Was the proposed Marketing Plan on the application utilized: Yes No**

**If not, explain:** Click here to enter text.

**Amount Approved:** Click here to enter text.

**Detailed Expense Record with receipt copies (If the event costs are less than the amount funded, the excess funds must be returned to the account managed by the SLC):**

Click here to enter text.

**Was an admission fee charged: Yes No**

**If so, list the following:** **Amount per person:** Click here to enter text.

**Total Collected:**  Click here to enter text.

**Event Evaluation:**

**Did the event go as planned? Yes No**

**Elaborate on either response:** Click here to enter text.

**How could the event have been improved?** Click here to enter text.

**Signature of RSO President:**

**Date:**

**Signature of RSO Advisor:**

**Date:**

**Signature of Associate Director of Campus Life:**

**Date:**

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