

SAMU Club Event Grant Evaluation Form

This form is to report on the impact and use of grant funds received from SAMU. If you received an event grant, it is mandatory to complete and submit this form **no later than 30 days after the event** for which the grant was approved.

Contact Information

Club Name

Name of Organizer

Email Address

Phone Number

Date Form Submitted ____ / ____ / ____

(day-month-year)

Event Details

Date of Event ____ / ____ / ____

(day-month-year)

Start Time _____

End Time _____

Location _____

Grant and Event Evaluation

Did you use the entire event grant?

Yes / No

Did the event stay within its budget?

Yes / No

If no, explain and indicate how the club is managing the expenses over budget.

Were the objectives of your event met? *Explain.*

Yes / No

Rate the success of the event. *Consider the evaluation criteria indicated in the event's approval form.*

Very Successful

Moderately Successful

Not Successful

What worked well?

What could be improved?

What kinds of things were volunteers involved in? *Include how many volunteer hours were contributed.*

What feedback did you receive from participants/attendees?

How did support from SAMU contribute to the event?

Describe any problems you encountered and how they were resolved.
