



## SAMU Student Group 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

**Student Group Name**

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**Name of Organizer**

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**Email Address**

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**Phone Number**

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**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 group is managing the expenses over budget.*

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

**Yes / No**

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**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?**

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**What could be improved?**

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

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**What feedback did you receive from participants/attendees?**

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**How did support from SAMU contribute to the event?**

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**Describe any problems you encountered and how they were resolved.**

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