



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

**Student Groups Year End Report Form for 2020 – 2021
and Renewal Form for 2021 – 2022**

Submission Deadline is June 15th

Section 1: Year End Report

Student Group Name:	
Student Group Email:	
President's Name:	
President's MyMacEwan Email:	
President's Phone Number:	

How many full-time students are in the group?	
How many part-time students are in the group?	
How many non-MacEwan students are in the group?	

How many of each activity did you have?

Activity	Number	Activity	Number
Bake Sale		Information/Workshop	
Meet and Greet		Silent Auction	
Art Showcase		Social	
Fundraiser		Gala	
Grad Party		Music Showcase	
Potluck		Awareness Session	
Speaker		Conference	
Networking with Professionals		Dance Showcase	
Pep Rally		Movie Night	
Cultural Celebration		Event Planning Meetings	
Regular Group Meetings		Executive/Business Planning Meetings	
Promotional Events		Fundraising Events	
Total Number of Events		Other	

Specify the names of the student groups, departments, or other internal or external groups/organizations that you collaborated with:

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How many volunteers did the student group have this year?	
Approximately how many combined hours did the executives contribute to the group?	
Approximately how many hours did the general membership contribute to the group?	

Activity	Hours	Activity	Hours
Baking:		Putting up Posters:	
Designing Posters:		Registration:	
Event Planning:		Teardown of Event:	
Selling Tickets:		Handling Registration:	
Setup of Event:		Chairing a Committee:	
Speaking:		Other:	

Have you completed you transition for your upcoming team? Yes No

You transition should include:

- Updated finances
- Samples of event forms
- Contact information
- Constitution, with executive job descriptions
- Copies of Student Groups policy and procedures
- A summary of how the year looked like for your group
- Passwords
- And any other relevant information, such as mandatory dates and requirements (ex. training)

You do not need to submit your transition documents, but it is an expected requirement so that your next year's executive team is ready to start their year smoothly.

Is there anything you wish to see the Student Groups department implement in the future?

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Section 2: Renewal Form

Please attach these two documents to the form:

1. An updated group membership list (name and student status only; do not include phone numbers, addresses, or identification numbers).
2. A copy of the group's current constitution signed and dated by the current President

Is your group intending to be active during the 2021 – 2022 year?

Yes

No

Will your group be active during the Spring/Summer term?

Yes

No

The _____ (SAMU group), understands that in order to remain a SAMU student group that it does not contravene SAMU or MacEwan constitution, bylaws, or policies or the rules that govern MacEwan University.

Description of your group (so promotional and student group listing material can be updated if needed or to have changes in mandate approved):

Social Media Information:

Social Media Name	URL or Address
Facebook:	
Website:	
Twitter:	
Instagram:	
Discord:	
Other:	
Other:	

Incoming Executives (minimum of 5 are required):

[illegible]

If you have not completed your election yet, please put your election date below so we may follow up on executive updates.

[illegible]