



Event Fund Follow-Up Report

Terms & Conditions

Please complete this form in as much detail as possible. This report, along with attendance sheet, updated budget, receipts, and any marketing material used must be submitted within 2 weeks of the event in order to be eligible to receive the reimbursement.

AO Name:

Name to receive reimbursement:

Email to receive reimbursement:

How many graduate students attended/were impacted by this project/purchase?

Please attach some sort of attendance sheet (e.g., Zoom screenshot, Eventbrite summary, etc.)

What about the event went well?

What about the event could have gone better?

How did the event benefit attendees/recipients of the project?

Update budget:

Please email the updated budget of your event/project in pdf or xlsx format using the GSS-approved template.

Receipt:

Please email receipts from your event/project in pdf or jpg/png format. This must be itemized and add up to the updated budget.

Marketing materials from the event:

This can be emailed in any format (e.g., jpg, png, heic, etc.).

For GSS Office Use Only

Date Received:

Officer Signature: