

This Event Summary Form is a requirement for all grant reimbursements. Please be as detailed as possible when summarizing the event, outlining expenses, and ensure that all information provided is accurate. Also, kindly note, all reimbursements under \$50 will not require a cheque reimbursement form, only the Event Summary Form and relevant receipts.

-GRANT INFORMATION-

Club Name: _____ Event Name: _____

Grant #: **G** _____ Granted Amount: _____ Event Date: _____

-EVENT RECAP-

Overall, how did the event go? What worked, and what did not? **Be specific.**

How many people attended? _____ Did the attendance meet your expectations? YES NO

How did this event advance your semesterly club objectives and your stated club mandate?

Did your event advance the mission statement of the SFSS as described in your grant proposal? **Be specific.**

-REVENUE BREAKDOWN-

Please outline and describe the amount of revenue your event received, including entry fees and third party sponsors. This does NOT include the SFSS grant. If you did not receive any revenue, please indicate **\$0** under total revenue.

Revenue Source	Revenue Type	Amount

TOTAL REVENUE: (A) _____

-EXPENSES-

Please outline, in detail, all the expenses that were incurred during your event. Original, **itemized receipts** (not debit/credit card summaries) **MUST** be attached. Be sure to indicate under **item category** the type of expense you were granted for (eg. food/snacks, materials, decor, etc).

Date on Receipt	Place of Purchase	Item Description	Item Category	Amount

TOTAL EXPENSES (B): _____

-ELIGIBLE REIMBURSEMENT-

Please calculate your total eligible reimbursement amount by subtracting your total revenues (A) from your total expenses (B). In addition, please indicate the total amount that was granted for your event.

_____ - _____ = _____

TOTAL EXPENSES (B) - TOTAL REVENUE (A) = TOTAL ELIGIBLE AMOUNT