**Jack.org/Queen’s Student Initiative Fund (Jack.org/Queen’s SIF)**

**Report**

*This form must be completed and submitted to* *provost@queensu.ca* *within 30 calendar days of your funded event/activity. You must also attach your completed Budget Form to the email. The subject of the email should be: Jack.org/Queen’s SIF Report: Project/Event Name. Please note that any unused portion of an award is to be returned. The Jack.org/Queen’s SIF Adjudication Panel is not responsible for covering deficits of events that cost more than the anticipated budget.*

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| **Project Name:** |  |
| **Date of Event:** |  |
| **Name of Primary Contact:** |  |
| **E-mail:** |  |
| **Telephone:** |  |

Description of event (include number of persons participating or attending)?

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How did the event contribute to the goals of the fund and how did you meet your objectives?

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 What went better than expected?

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What did not go as expected?

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Would you recommend repeating this event? If so, what can be improved upon for next time?

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Do not forget to also submit your final Budget Form (update the form you completed with your application) via email to provost@queensu.ca with the subject line “Jack.org/Queen’s SIF Report: Project/Event Name”.

Thank you!

Updated: December 2015