**Student Affairs Funds Final Report Form**

*Please submit this form once your project is complete. It should be sent no later than 30 days after your event. Please submit it with your final budget via email to* *safunds@queensu.ca**. Use the subject line “SA Funds Final Report - Name of your event/project”*

***All applicable fields below must be completed!***

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| --- | --- |
| **Student Initiative Fund (SIF) or Team Building Activity Fund (TBAF):** |  |
| **Title of Project/Activity/Program:** |  |
| **Individual/Group/Club Name:** |  |
| **Date of Event:** |  |
| **Contact Name, Email, Phone Number:** |  |
| **SIFs - How did your event or initiative contribute to student life at Queen’s?** |  |
| **TBAFs - How did your event contribute to the inclusion/introduction of new members to your club or team?** |  |
| **Don’t forget to submit a final budget with this form!** |