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**Team-Building Activity Fund Report**

*Please submit this form once your project is complete. It should be submitted no later than 30 days after your event. Please also submit your final budget via email to* [*safunds@queensu.ca*](mailto:safunds@queensu.ca) *with the subject line “TBAF Report – Your Team Name”. This completed document and final budget fulfill the requirements of the fund.*

***Title of Project/Activity/Program:***

***Date of Event:***

***Name of Club/Team:***

***Contact Name:***

***Phone:***

***Email:***

***Description of Event (include number of persons participating or attending):***

***How event contributed to the inclusion/introduction of new members into the club:***

***Don’t forget to submit your final budget form with this form!***