# 3CLUBS & SOCS ACQUITTAL AND EVALUATION FORM

# *Instructions for completing your acquittal and evaluation:*

# Fill in the following sections of this template, preferably electronically, and save the file with a suitable new name.Expand the sections or add/duplicate sheets if more space is needed.

# Return to UNE Life Student Engagement Team, preferably by email, attaching scans/copies of the supp­orting documentation (receipts, reports etc: use PDF or JPEG files) to [ntroon2@une.edu.au](mailto:ntroon2@une.edu.au).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. FUNDING SUMMARY | | | | | | | | | |
| CLUB/SOCIETY NAME |  | | | | | | | | |
| CONTACT PERSON |  | | | | EMAIL/PHONE | |  | | |
| ARE PROJECTS COMPLETE? |  | | | | IF ‘NO’ EXPECTED END DATE | | |  | |
| WERE ANY SSAF FUNDS SPENT DIFFERENTLY FROM THE AGREED PURPOSES? | | | | | | | | | |
|  | | | | | | | | | |
| TOTAL SSAF EXPENDED? | |  | | | | AMOUNT TO REFUND | |  | |
|  | | | | | | | | | |
| 2. INCOME AND EXPENDITURE TABLE FOR PROJECTS FUNDED  Under “SSAF INCOME NAME” state what you were funded, how much of that funding was spent, and where that funding was spent (make sure each statement is supported by a corresponding receipt).  If at all you spent over your funded amount for any event, under “OTHER INCOME SOURCE” state where you received external funding, what that funding was used to cover, and how much was spent.  You may attach an equivalent PDF, spreadsheet, or printed sheet. | | | | | | | | | |
| SSAF INCOME NAME | | | $ AMOUNT RECIEVED | EXPENDITURE | | | | | $ AMOUNT SPENT |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
| SUB-TOTAL\* | | |  | SUB-TOTAL | | | | |  |
| OTHER INCOME SOURCE | | | $ AMOUNT RECIEVED | EXPENDITURE | | | | | $ AMOUNT SPENT |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
| SUB-TOTAL | | |  | SUB-TOTAL | | | | |  |
| TOTAL | | |  | TOTAL | | | | |  |
|  | | |  | **SSAF $ FOR REFUND** | | | | |  |

|  |  |
| --- | --- |
| **3. EVALUATION OF ACTIVITIES**  Let us know how receiving the Student Services and Amenities Fee, assisted your club in carrying out activities. Also let us know what difficulties and lessons you learnt during this previous period, so we can pass this along to future executives and further contribute to the Clubs & Socs program’s consistent growth. | |
| APPROX NUMBER OF PEOPLE WHO ATTENDED AND/OR WERE INVOLVED |  |
| APPROX NUMBER OF VOLUNTEER MEMBERS WHO HELPED RUN EVENT |  |
| DESCRIBE ANY PROBLEMS OR DIFFICULTIES THE ACTIVITIES RAISED, OR WHICH AFFECTED THEM | |
|  | |
| DESCRIBE BRIEFLY THE BENEFITS OF THIS PROJECT TO CAPACITY BUILDING IN YOUR CLUB OR MEMBERS | |
|  | |
| DESCRIBE BRIEFLY (UNLESS COVERED ABOVE) HOW YOUR ACTIVITIES ENHANCED, OR WILL ENHANCE, THE STUDENT EXPERIENCE, ADDRESSED STUDENT PRIORITIES/NEEDS OR CONTRIBUTE TO FUTURE STUDENT AMENITY | |
|  | |
| DO YOU HAVE ANY ADVICE FOR OTHER STUDENT GROUPS EMBARKING ON A RELATED PROJECT? | |
|  | |

**4. CERTIFICATION**

*I certify that the information in this acquittal and evaluation report is a full and accurate disclosure.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club or society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Please email your acquittal, evaluation and any other supporting documents to [ntroon2@une.edu.au](mailto:ntroon2@une.edu.au). If unable to email, bring your completed document to the front desk of TuneFM studios (located next to Café Life).