**TWUSA Post-Proposal Report**

This report is meant to ensure accountability on all TWUSA funded proposals and events. Please ensure you fill it out as accurately as possible. This form must be submitted to the VP of Academic Relations, Olivia Corps ([olivia.corps@mytwu.ca](mailto:olivia.corps@mytwu.ca)), as soon as possible after your event or use of funding, but **no longer than one month afterwards**.

Name of Club/Requester:

Event or proposal name:

Date of event:

*Only applicable for event or travel/conference funding.*

Initial reason for event/proposal:

Did your event/proposal include opportunities for fundraising? If yes, how so?

Expected number of attendees:

Actual number of attendees:

*Only applicable for events and travel or conferences.*

Breakdown of approved funding/revenue request:

Breakdown of actual amount spent:

Debrief of your event/proposal:

*Be sure to include highs and lows as well as whether you feel the TWU community benefited from your event.*