



## ACTIVITY REQUEST FOLLOW UP

In efforts to making your activities better please answer the questions below as a collective Club/Organization. Complete and turn in this form to the Office of Student Engagement no later than fourteen (14) calendar days after your activity.

|   |                               |                                  |
|---|-------------------------------|----------------------------------|
| Name of Club/Organization   | Name of Activity              | Activity Date/Time               |
| Location of Activity  | If Fundraiser, amount raised: | Number of Attendees/Participants |
| If purchases were made by a club member or the advisor for this activity, has the appropriate Reimbursement paperwork and Receipts been routed and submitted for reimbursement?<br><input type="checkbox"/> Yes, already been reimbursed/paid <input type="checkbox"/> Yes, still waiting on reimbursement <input type="checkbox"/> No, but will submit this week |                               |                                  |

Please explain your goals for the event or activity. Did your Club/Organization accomplish what you all set out to accomplish what you intended with this particular activity?

What worked well and what could have been done differently? (Secure feedback from members who were present.)

Before the Activity – Group Feedback

- Highlights/Successes:
- Do differently next time:

During the Activity – Group Feedback

- Highlights/Successes:
- Do differently next time:

After the Activity – Group Feedback

- Highlights/Successes:
- Do differently next time:

Name of member submitting this form: \_\_\_\_\_ Date: \_\_\_\_\_

Email typed form to **Student.Engagement@FSW.edu**