|  |
| --- |
| **Part 1: General RSO and Application Information** |
| **Name of Organization:** |  | **Type of Application:**  |  |
| **Type of RSO:** |  | **Fund and Cost Ctr Number:**  |  |
| **Name of Event:** **Date of Event:**  |  | **Total Event Funding Approved:**  |  |
| **Names of Applicants:**  |  |
| **Emails of Applicants:**  |  |
| **Month that you will present in person to the GSAC meeting:** |  |
| **Name/email of person to give this report at next GSAC meeting:**  |  |
| **Part 2: Event Narrative** |
| **Please state very briefly the purpose of the event:** **How did the funding process go for you?****What did you learn, what was a struggle, what went well?****How was the turn-out?** **What did you learn, what was a struggle, what went well?****What kind of feedback did you receive about the event and how will you use it?**      **Would you do the event again, and if so, why or why not?****What would you do differently?**      **Did your event do the following, and/or how could it have done it better?** **[x]** Impact graduate students at Western Michigan University?     [x]  Increase graduate participation in the University Community?      [x]  Work to ensure that graduate student needs and concerns are being represented, or enrich the academic, cultural, social, and/or professional experiences of the graduate student community?      [x] Promote interaction between graduate students, graduate faculty, and/or administrators?       |
| **Exactly how many grad students are involved in your RSO?** | **Did this # increase due to the event?**  |
| **Exactly how many grad students attended your event?**  | **Is this an increase from last time?**  |
| **Exactly how many undergrad students attended your event?**  | **Is this an increase from last time?**  |
| **Exactly how many people attended your event?**  | **Is this an increase from last time?**  |
| We suggest that you create and use a survey form or sign-in sheet of some kind for your event. Have attendees, when they enter, simply sign their name, and check whether they are a graduate or undergraduate student, or other guest (ie family member, professor, faculty, alumni, etc.) You could use this form to gather other data that could be of use to you, such as what program they are in, etc.  |

**PLEASE INCLUDE WITH THIS FORM, YOUR FINAL ITEMIZED OR END-OF-EVENT BUDGET.**

**SUBMIT ALL ELECTRONICALLY TO: gfac-info@wmich.edu .**