# CLUBS & SOCIETIES 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).

# NOTE: If your project(s) or part of a project *involving expenditure of clubs and societies funds* extends beyond this date, please acquit the funds to this point and submit a final acquittal on completion*.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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  Please provide details for project income and expenditure corresponding to those provided in your application budget. Fill in the table below. You may attach an equivalent PDF, spreadsheet or printed sheet. | | | | | | | | | |
| SSAF INCOME NAME | | | $ AMOUNT RECIEVED | EXPENDITURE | | | | | $ AMOUNT SPENT |
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|  | | |  |  | | | | |  |
|  | | |  |  | | | | |  |
| SUB-TOTAL\* | | |  | SUB-TOTAL | | | | |  |
| OTHER INCOME SOURCE | | | $ AMOUNT RECIEVED | EXPENDITURE | | | | | $ AMOUNT SPENT |
|  | | |  |  | | | | |  |
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|  | | |  |  | | | | |  |
| SUB-TOTAL | | |  | SUB-TOTAL | | | | |  |
| TOTAL | | |  | TOTAL | | | | |  |
|  | | |  | **SSAF $ FOR REFUND**  (REFER TO REFUND PROTOCOL) | | | | |  |

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| **3. EVALUATION OF ACTIVITIES**  In funding student activities, the Student Services and Amenities Committee wishes to encourage endeavours that contribute to building current and future student amenity and to capacity in clubs and societies. This evaluation form is designed to foster information sharing with other student groups as well as to inspire you to consider approaches that contribute to sustainable activities, including fund-raising and the development of new networks. You are encouraged to gain feedback from participants to further inform the reporting process. | |
| 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? | |
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**4. REPORTING & PUBLICISING**

UNE Students are interested in hearing how the Student Amenities Fee is used, so recipients of funding are asked to provide regular images and reports of their SSAF supported events so that event results and/or achievements can be publicised via Tune FM & UNE Life social media. If you’ve yet to provide UNE Life with a report on any of your events attach a written report and some images from your events to this acquittal form.

**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, leave at the Clubs & Societies desk in the Dixson Library (first room on the left).