



# Activity Reflection APPROVED

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## Basic Information

Welcome to the Student Organization Activity Reflection Form.

The Reflection Form serves to encourage student organizations to reflect honestly on their activities throughout the academic year. A thorough Reflection can provide invaluable direction and insight to future leadership of your organization and your advisors.

Reflections will be reviewed by ARC annually. The quality of information provided in the Reflections is vitally important during ARC's review. In addition to reviewing for Quality, ARC uses the Reflections to see how involved your organization was on campus, whether the organization has learned from past experiences and implemented appropriate changes and how well attended events are in relation to projected attendance. The results of ARC's review will be shared with SAAC during budgeting. It is imperative that a Reflection be completed honestly for each activity that your organization participates in throughout the year. Failure to complete a Reflection could negatively impact your organization's status with ARC & SAAC for the following year.

Any service provider feedback (i.e. Public Safety, Facilities, etc.) should be submitted via the new service provider feedback form below, submitted forms will be reviewed by WCSA and then sent to the applicable vendors.

**Student Organization: \***

Forté Campus



**Name of Event, Activity, or Program: \***

Activities Fair

Please provide the same name that was used during Event Registration

**Event Date: \***

30 Aug 2019

**Type of Event, Activity, or Program: \***

Event



## Funding Source

☐

Budgeted as part of the Annual Budgeting Process

**How did your Organization fund this Event, Activity, or Program: \***  
(Maximum authorized answers: 12)

- ☐ Reallocation of funds within SA Budget
- ☐ Excess Income
- ☐ Supplemental Funding (SAAC, Hajim, UR Late Night, Public Safety Fund, or the College Funding Portal)
- ☐ Co-Sponsorships (Departmental and/or Student Organization)
- ☐ Area Businesses
- ☐ External Bank Account
- ☐ Meliora Values Project
- ☐ One Community Grant
- ☐ Funderbolt
- ☒ N/A
- ☐ Other

**Comments:**

## Events

**Was your Event, Activity, or Program: \*** ☒ On Campus ☐ Off-Campus

**Did your event include alcohol? \*** ☐ Yes ☒ No

**Approximate number of attendees by type: \***

70

Include, Undergraduates, Faculty/Staff/Grad Students, General Public, etc.

**What was successful about the event? \***

-Our group was fairly prepared for the Activities Fair, owing to the fact that we started preparing many weeks in advance and all last minute details were sorted out a day before. -One of the things we decided on as a group was that we would try as much as possible to engage our audience by speaking one-on-one to the people who stopped by our stall. We believe that it is for this reason that we had over 65 students sign up to become members on our CCC

page. Some of our Eboard members also chose to go around and speak to different people about Forté (just in case they didn't get a chance to stop by our stall). -Our group communication is mainly done on the WhatsApp messaging app and generally feeds off of what was already discussed in our Eboard meeting. The effectiveness of this strategy was evident in the planning process for this event (considering that it was our very first event of the semester), because our group communication was spectacular. Everyone was on top of their assigned task, and if they faced any difficulties they could easily reach out to group members on this platform.

Think about costs, profits made, planning process, group communication and external communication, advertising, cosponsors, engaging/reliable speakers, etc.

**What changes would you have made to make the event better, or more successful? \***

-We should improve our poster in order for it to appeal a lot more to new members. -Next time we should have more laptops, more flyers and less Eboard members standing at the table. -We should try to show that Forte is not just a club for minorities by trying to be more welcoming to all groups. -We should have made smaller posters to hand out, as opposed to our large A4 sized ones. -We would also like to re-evaluate how best we can speak about Forte? Following our reflection session, the best approach is to speak about the ways in which Forté has empowered you personally, and about how Forte impacts us.

Think about costs, profits made, planning process, communication, advertising, cosponsors, good/reliable speakers, etc.

**Would you host this event again in the future? \*** ☒ Yes ☐ No

Please explain.

**Did your Event, Activity, or Program have: \***  
(Maximum authorized answers: 3)

- ☐ Co-Sponsor(s)
- ☐ Co-Host(s)
- ☐ Special Guests
- ☒ None of the above

Please specify participants.

**Comments:**

