



# 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: \***

Sip & Celebrate: Ladies Night Edition

Please provide the same name that was used during Event Registration

**Event Date: \***

15 Nov 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:**

**What were the final financial contributions from each of the funding sources indicated above?**

\*

\$100 in Declining and \$64 out of our personal funds.

**In the future, would you budget differently? \***

☒ Yes ☐ No

Please explain.

**Comments:**

Yes if we are able to get a larger SA flat-funded budget next semester we will be able to fit this event into our annual budget, as well as through our fundraising initiatives this

## Events

**Was your Event, Activity, or Program: \***

☒ On Campus ☐ Off-Campus

Did your event include alcohol? \*

- ☐ Yes  
☒ No

Approximate number of attendees by type: \*

35

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

What was successful about the event? \*

I think what was most successful about this event is how well we advertised it through all of our different social media platforms, we had our flyers up on public computers around campus and we sent multiple emails weekly to our members and co-sponsors reminding them about this event. Additionally, many of the attendees highlighted that for a very low budget award ceremony, they were very impressed with how professional the event was and recognized our mission for women's empowerment.

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? \*

I think this event really cut into our personal funds and not all members were happy to contribute, hence in the future we will try to limit how much of the funding actually comes out of our own pockets.

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:

We had a guest speaker and 3 co-sponsors including NESBE, a sorority and a dance group.

Was the Co-Sponsor process successful? \*

- ☒ Yes  
☐ No

Please Explain.

Comments:

They attended the event and sent very positive feedback highlighting how important such events are for the U of R community. They also brought 3 members to the event as part

**Was the Special Guest process successful? \***

☒ Yes

☐ No

Please Explain.

**Comments:**

We had some trouble reaching out to our guest speaker, but with the help of some of our Eboards connections we got one just in time.

**Would you work with the same Co-Sponsor(s), Co-Host(s), or Special Guests again? \***

☒ Yes ☐ No

**Comments:**

They also expressed interest in co-sponsoring with us on their future events.

**Are there Co-Sponsor(s), Co-Host(s), or Special Guest(s) that your organization has not had the opportunity to work with?**

☐ Yes ☒ No

Please Explain.

**Comments:**