

**University of Delaware College of Engineering
Commitment to Diversity and Inclusion
Student Group Funding Program
Event Summary Form Questions**

Please fill out the online Qualtrics form; the questions on the form are provided below for you to review in advance and ensure that you fulfill the appropriate documentation for your event.

This form is to be completed within 2 weeks of each event funded by the College of Engineering diversity grant. Note: Although funding may be used for other purposes, such as to attend conferences, this form is meant to report on events only.

- RSO name
- Point of contact (Name/Email)
- Event Title
- Event Date
- Event summary
- Was this a jointly hosted event? If yes, with what other organization(s)?
- Attendance (#)
- Attendance composition (descriptors such as distribution of class years, majors, genders, URGs, cultures, etc.)
- File Upload: Upload a PDF of your attendance sheet with name, email, title, and affiliations of all participants, guests, and volunteers (both internal and external to UD). If applicable, specifically note who was a volunteer and who was an attendee.
- How was this event advertised?
- How did you acknowledge your funding sources?
- Which of the following goals did your event reflect (select all that apply):
 - A. Recruit a diverse population of students
 - B. Foster an inclusive climate
 - C. Promote interactions and dialogue between people with different backgrounds, identities, and experiences
- Explain how your event specifically addressed the goals selected
- How did you measure the impact of your activities?
- Was your event successful in accomplishing its goals? Explain and share a specific example.
- Did anything not go according to plan? If so, how did you address this, and what lessons were learned?
- Is there any current or planned publicity on this event (e.g., UDaily article)? If yes, what?
- Would you do this event again in the future? Explain.
- Any preferred vendors or contacts used for this event? List with contact information.
- Did you receive any other funding for this event? List.
- Detailed and itemized expenses
- File Upload: Upload proof that event actually took place (e.g., photo)
- Other comments