

Please complete the form and return to the front desk of the Student Government Association office (SU 214) within 30 days of your trip.

Failure to do so could affect future funding.



Operations Review Committee (ORC) Post Travel Program Evaluation Form

Student Government Association
University of Central Florida

This form will be reviewed by the Operations Review Committee. If there are discrepancies and/or deviations in information reported here compared to that reported to the allocating entity (A&SF Budget, Senate Bill, FAO, CRT) ORC will investigate the issue. ORC may take steps including, but not limited to, fiscal probation to clarify the issue in the event that such a problem arises. Please try to ensure that all information (expenses, allocation number, etc.) is completed carefully and consistently.

All parts of this form are mandatory for its validity. Omitting any section of the form will render it incomplete.

Organization/Individual Name:	
Student Representative's Name:	
Student Representative's Phone:	()
Student Representative's E-Mail:	
Organization's SGA Senator's Name:	
Conference / Program Name:	
Funding Method:	CRT Allocation Senate Bill A&SF Budget Other: _____
Bill or Allocation #	

Expense Type	Amount
Total Expenses (Including costs not aided by A&SF funds)	\$
Amount Allocated for trip	\$
Additional money used	\$
Money left over from allocation	\$

<p>Additional Information/Notes: Please provide explanation for any difference in information that has arisen since funds were allocated. .</p>
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Program Effectiveness Evaluation Survey

- How many members attended the program? _____
- Did any members present any research or items at the program? Yes / No.
 - If so, how many? _____
- If any awards or recognition were received at the program, please list them: _____

All agencies, organizations, and individuals receiving A&SF funding shall be subject to audit by the State of Florida, UCF's Office of Internal Auditing, the Student Government Finance Office, the Operations Review Committee, or the Student Government Comptroller; per SGA Statutes Title VIII Chapter 800.10

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- Was there any sponsorship to assist in funding this program (besides Student Government Association)? Yes / No. If Yes, please list them: _____

- If there was a sponsorship, how much funding was received? _____
- How much funding, if any, was received through fundraising activities by the organization?

- How do you plan on bringing the program's information back to the UCF community? i.e. Presentations during organizational meetings, classes, etc. _____
- Please provide a brief description of the event and the group's involvement there: _____

OPTIONAL SURVEY

- Do you have any suggested improvements for the funding process or SGA? _____

- Was assistance accessible to you throughout the funding process? If no, please elaborate

- Do you have any questions about Student Government Association that you would like answered? If so, please state:

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