

# GRAD GROUP EVENT: Grad Life @ McDougal Center

## Part A: Original Receipt Submission Form

Please attach original receipts, sign-in or attendance sheet where applicable, and poster/flyers and/or emails for event. **Submit Hardcopy of all Forms, Parts A, B& C**, to McDougal Center Office 125 HGS, 432-BLUE, weekdays.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Place: \_\_\_\_\_

Your Name: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

Your status @ Yale (pick one):

\_\_\_ Grad Student (Dept/School): \_\_\_\_\_  
\_\_\_ Postdoc (Dept) \_\_\_\_\_  
\_\_\_ Other: \_\_\_\_\_

Name of Individual or Group to be reimbursed: \_\_\_\_\_

\_\_\_ Are you a US citizen? Y / N      If no your Status is \_\_\_\_\_

Individual's UPI (on your Yale ID) for reimbursement: \_\_\_\_\_

**OR** Group's TIN/EIN for reimbursement: \_\_\_\_\_

Mailing Address for check to be sent: \_\_\_\_\_  
\_\_\_\_\_

Amount awarded by GSL & McDougal Center: Up to: \$ \_\_\_\_\_

TOTAL Amount to be reimbursed: \$ \_\_\_\_\_ TOTAL ATTENDEES: \_\_\_\_\_

-- *Attach sign-in sheet/list of attendees*

***You MUST Attach all original receipts for Reimbursement.***

Expense Type, Amount to be reimbursed, source:

FOOD: \$ \_\_\_\_\_ Source/Receipt(s) from \_\_\_\_\_

SUPPLIES: \$ \_\_\_\_\_ Source/Receipt(s) from \_\_\_\_\_

BOOKS: \$ \_\_\_\_\_ Source/Receipt(s) from \_\_\_\_\_

Other: \$ : \_\_\_\_\_ Source/Receipt(s) from \_\_\_\_\_

Signature of submitting individual: \_\_\_\_\_ Date submitted: \_\_\_\_\_

***For official McDougal Staff use only below*** (form 9/08)

Date received by McDougal Center: \_\_\_\_\_ By whom: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

PTAEO to Charge: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

CR/EMS #: \_\_\_\_\_ Date processed: \_\_\_\_\_

- Make 1 copy of All forms & Receipts to file in Student Orgs Files; Date done/filed: \_\_\_\_\_.

# Grad Student Life @ the McDougal Center

## PART B: Sponsored Event Evaluation Report Form

1. Please provide a short description of the event:

Metrics:

Number of grad students expected to attend (pre-event): \_\_\_\_\_

Number of grad students who attended (actual): \_\_\_\_\_

Others who attended (number/percent):

2. How did you publicize this event? Was it effective?

3. Goals of the event:

4. Was the event successful? Did you accomplish your goals?:

5. What would you have done differently to further maximize your results/make your event more successful?

6. Describe your interaction with co-sponsors, if any. How might you partner with other Yale groups, departments or local groups to co-sponsor events in the future?.

## GRAD STUDENT LIFE @ THE MCDUGAL CENTER

- Before submitting forms, please refer to the McDougal Student Group Funding guidelines online at <http://www.yale.edu/graduateschool/studentLife/organizations.html>

### **PART C: GRAD STUDENT GROUP POST EVENT BUDGET**

<b>Grad Student Group:</b>			
<b>Date &amp; Time of Event:</b>			
<b>Place:</b>			
<b>Name of Event:</b>			
<b>Description of Event:</b>			
<b>Name, status at Yale &amp; email of Group Leader submitting statement:</b>			
<b>PRE EVENT BUDGET</b>		<b>POST EVENT BUDGET</b>	
<b>Expected Attendance</b>		<b>Actual Attendance</b>	
<b>Expected % grad students</b>		<b>Actual % grad students</b>	
<b>Student Group's Own Funds</b>	<b>Funds committed</b>	<b>Student Group's Own Funds</b>	<b>Group Funds Used</b>
<b>Admission or Ticket sales</b>	<b>Expected</b>	<b>Admit/ticket income</b>	<b>Actual Income</b>
<b>Funding requested from other groups/depts.:</b>	<b>Funds requested</b>	<b>Funding awarded from other groups/depts.:</b>	<b>Funds awarded</b>
<b>REQUESTED from McD GSL</b>		<b>REQUESTED from McD GSL</b>	
<b>TOTAL FUNDS REQUESTED</b>		<b>TOTAL FUNDS AWARDED</b>	0
<b>Planned expenses (See McD GSL Funding guidelines)</b>		<b>Actual Expenses</b>	
Food/soft drinks:		Food/soft drinks:	
Supplies		Supplies	
Photocopying/PR		Photocopying/PR	
Other:		Other:	
Other:		Other:	
<b>TOTAL PLANNED EXPENSES</b>	<b>0</b>	<b>ACTUAL EXPENSES</b>	<b>0</b>
<b>Planned expense per attendee</b>		<b>Actual Expense/ attendee</b>	
<b>MCD GSL STAFF USE ONLY:</b>			
<b>McD GSL Funding Awarded</b>			
<b>Date/Staff initials</b>			