**HiSS UG & PGT Student Community Fund Report**

The report is due two weeks after the event or activity.

Please answer the following questions as accurately as you can and return the completed form to StudentExperience-HiSS@ed.ac.uk.

|  |
| --- |
| Event organiser(s) |
|  |
| Event title  | Event date |
|  |  |
| Brief description of event |
|  |
| How many people attended |
|  |
| Event evaluation*What went well? What could have been improved?*  |
|  |
| Feedback from participants |
|  |
| How did the event contribute to the School’s academic community?*e.g. networking, building transferrable skills, academic / personal / professional / career development, accessing central services and resources*  |
|  |

|  |
| --- |
| Detailed breakdown of spending |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

[ ]  I understand that that this report may be shared with funders and School management and may be used in promotional materials on the School website and social media channels.