**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](mailto: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.