TRAVEL EVALUATION FORM

This evaluation form is for student organizations that have received Travel Grant funding from the Student Government Association. The evaluation should be submitted to the SGA Administrative Assistant within 10 business days of the date of return. Only students may submit this form for review.

STUDENT ORGANIZATION & TRAVEL INFORMATION

Name of Organization: ____________________________________________________________

Submitted by: ________________________________________________________________ E-Mail: __________________________

Phone Number: ( ___ ___ ___ ) ___ ___ - ___ ___ ___ ___ Date Submitted: _______ / _______ / _______

Name of Travel: ____________________________________________________________________

Travel Dates: _______ / _______ / _______ to _______ / _______ / _______

Travel Location: __________________________________________________________________________

Amount allocated by SGA: $ ___________________ Amount used by organization: $ _________________

EVALUATION

Please summarize the activities involved with the travel:

How many UNC Charlotte students participated in this travel? _____________

Did the travel follow the approved budget? If no, why not?

Was the travel beneficial? How?

What were the best parts of the travel and its related activities?
What were the worst parts of the travel and its related activities?

How will you share the knowledge/skills learned from the travel with other UNC Charlotte students?

How does this travel benefit the entire UNC Charlotte student community?

What, if any, changes would you recommend for the Student Organizations Travel Grant process?

The information submitted above is accurate to the best of my knowledge. I understand that my student organization could be penalized should the information above be found to be fabricated or untrue. I also understand that this Travel Evaluation Form must be submitted to the SGA Administrative Assistant within 10 business days of the date of return.

_______________________________________________________  _______ / _______ / _______
Submitter’s Signature  Date

Return completed evaluation form to the Student Government and Organizations Complex on the second floor of the Student Union.