As per your Working Group Agreement, please complete the following form and return it to APIRG before the end of the semester.

*Part A - Group Information*

1. Name of Group:
2. Semester status approved (i.e. Fall 2015):
3. Number of members:
4. Main contact person:
5. Financial contact person:

*Part B - Evaluation Questions*

1. What activities did you undertake and how did they help meet the Group’s goals and objectives?
2. What worked (and didn’t work) in terms of planning and running your Group?
3. What results do you see coming from your activities? (i.e. increased awareness, public participation, new initiatives, the crumbling of Empire, etc.?)
4. What could you do differently next semester?
5. What additional knowledge would have helped to more efficiently achieve your goals?
6. Have your Group’s mandate, goals or activities changed? If so, how?
7. Which APIRG services and resources did your group access? Which of these did you find most useful?
8. What additional support from APIRG would have been useful to help you meet your goals and objectives?
9. How do you plan to apply what you’ve learned this year to future projects and activities?
10. What are your plans for the coming semester?
11. Do you have any additional comments?

*Part C - Supporting Documents*

Please attach the following to this evaluation form:

1. Completed financial statement form.
2. Copies of all promotional materials related to Group activities (if not already provided).
3. Photos, press clippings and other publicity related to the Group.
4. A financial report based on the original budget and APIRG Letter of Acceptance
	1. A written explanation of any deviations or expansions from the original budget;
	2. A written description of successes, including fundraising efforts and challenges;
	3. A summary of other sources of funding;
	4. A summary of funds to be carried over beyond the end of the fiscal year (April 30), and a brief description of what the group plans to spend these funds on;

Future plans for funding, including APIRG and outside resources.