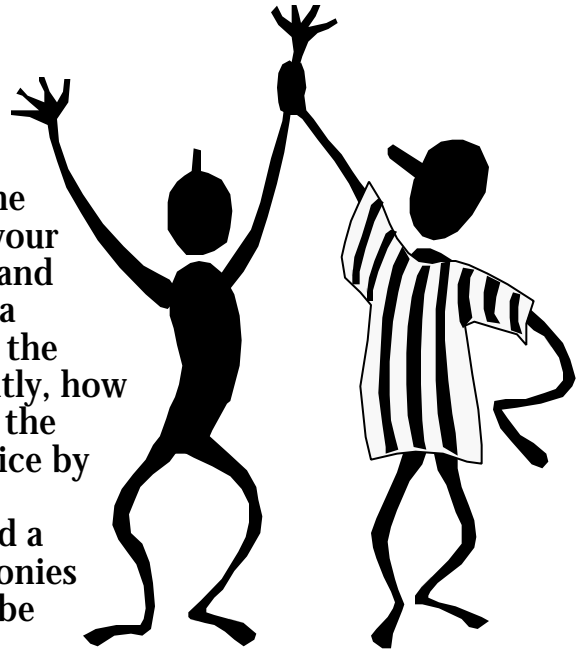


EVALUATION/FINAL REPORT SAAB GRANTEES



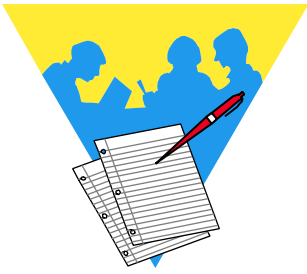
SAAB is constantly evolving in order to better serve the student body. However, in order to do this, we need your help. As a SAAB grantee, you have experienced firsthand the process of applying for, receiving, and completing a SAAB grant. We would like to hear your thoughts on the process, how we could improve it, and, most importantly, how your project went! Please take a little while to answer the following questions and return them to the SAAB Office by the time indicated to you by the VP for SAA. Please attach any receipts you might have for your project and a list of expenditures as described in the memo. Any monies not spent must be returned to SAAB. Checks should be made out to Lewis & Clark College.

Information	Name & ID #	_____
	Project	_____
	Date Completed	_____
	Amount Funded	_____

Questions Please answer these questions on a separate sheet.

- 1) Please describe the outcome of your project. Did you accomplish what you had planned? What difficulties did you experience along the way? How, if at all, did your project change? Please be as detailed as possible.
- 2) Do you feel that the grant application process was a learning experience for you? Be honest! How could it be improved?
- 3) If you have not yet completed your project, what is the remainder of your timeline and how will it be shared with the LC community?
- 4) Do you have any additional comments about your grant, SAAB, or the experience in general?
- 5) Please attach an itemized list of expenditures including receipts. If possible, please also submit a copy of your final product. For example, you might include a copy of your thesis, a program from your performance or visiting scholar project, a video, or a copy of the conference program and/or presentation.

Signature _____ **Date** _____



MEMORANDUM

TO: SAAB Grant Recipients
FROM: SAAB and the Business Office
RE: Your SAAB Grant Funds

First off, congratulations on receiving a SAAB grant! Your grant has been fully issued to you with this check. In receiving this grant, you have already proven that you are a motivated person who sets goals for yourself. We are sure that your project will go splendidly!

Speaking of your project, we'd like you to think a bit about when you complete it. On the back of this sheet, you'll find the Evaluation/Final Report for SAAB grantees. Once you have completed your project, please complete this form as best you can and return it to the VP for SAA by the time they indicated to you.

In addition to the questions on the form, we also need a report of your expenditures during your journeys along with documentation (i.e., receipts) in order to show that you used the funds to complete your project. Make sure you save those receipts along the way! We also understand that it may be hard to get receipts for certain expenditures, but just try to document the transactions somehow. Not only does this report help us, but it also helps you because it means that these monies are not taxable income to you. The report should include your name(s), a short description of your project, the project date(s), and the amount granted. If you are intending to use these funds to pay an honorarium, salary, or any money for services rendered by outside parties, **STOP** 🖐️!!! Any funds paid to outside parties must be issued to them directly by the College. If this is the case, please contact the VP for SAA.

And here's just a quick FYI. Remember that these funds are considered an outstanding debt on your account pending submittal and approval of your expense report. If you don't submit your final report, list of expenditures, and receipts or else repay the funds, we may have to put a hold on your transcripts or degree. You know we're not mean people, and we certainly don't like to be, so let's make sure that doesn't happen.

Again, congratulations on your grant! If you have any questions, please don't hesitate to contact the VP for SAA at saab@lclark.edu or x7155 or the Business x7815. Good luck with your project!