

ASI Event Summary Report

For Recognized Student Organizations (RSOs) after an ASI-funded event

Fill this out within [14] days of your event and send it to the ASI VP of Finance (asifunding@csueastbay.edu) along with your event flyer or a few photos, if you have them.

1. Basic Information

Organization Name	
Event Name	
Event Date	
Location	
Total Attendees	
ASI Funding Received	

2. Event Overview

What was the event, and what was it meant to accomplish?

3. Goals & Outcomes

What did you hope to achieve, and what actually happened? Bullet points are fine.



4. How ASI Funding Was Used

What did the funding pay for (food, supplies, printing, speakers, etc.)? Include a breakdown of the amount spent.

5. Impact & Feedback

What feedback or results did you notice — attendee comments, what clearly worked well, anything measurable?

6. Challenges & Lessons Learned

What didn't go as planned? What would you do differently next time, or suggest to ASI?

7. Attachments

Attach your event flyer and 2–3 photos from the event, if you have them.





ASSOCIATED STUDENTS INC
CAL STATE EAST BAY

Submitted By (Name & Position): _____

Date: _____

