



EF CHAPTER PARTNERSHIP GRANT DE-BRIEFING FORM

The purpose of this Partnership Grant De-Briefing Form is to ascertain what worked well in your planning and the program format/topic itself, as well as to pinpoint what you might do differently next time.

This debriefing will be used as a teaching tool for you when you plan your program and for other chapters that would benefit from your chapter's efforts. Your chapter should see this debriefing as a learning tool to analyze factors that affected the outcomes you had hoped to achieve.

This form must be returned to the IFDA/EF Director of Grants in order to receive reimbursement.

Date _____ Date program was held _____ Chapter _____

Chapter (mailing) address _____
(Street/box#) (City) (State/zip)

Contact person/VP Foundation/Education (required) _____

Email _____

Phone (H) _____ Phone (O) _____ Cell _____ Fax _____

Title of program _____

Location _____ Time of event _____

Income & Expenses:

Net income: _____

Projected expenses as indicated on the application: _____ Actual Expenses: _____

If there is a discrepancy between the two, please indicate and briefly describe what expenses were not anticipated:

Attendance:

Anticipated as Projected on Application: _____

Actual Paid Attendance: _____

If there is a discrepancy, please describe what factors likely affected attendance. Listed are several examples:

- Weather conditions
- Invitations sent too late for member long-range planning
- Time of year (Summer/Vacation Time)
- Location
- Too Remote for Most/Inconvenient
- Poor or No Parking Available
- Not Easily Accessible by Public Transportation
- Other (Please describe)

How had the topic been selected? (Please write the explanation below)

- a. By Committee
- b. By the VP of EF
- c. By the VP of Programs
- d. As a result of Strategic Planning and/or an established interest or need of membership
- e. Other (Please explain below)