



## OFFICIAL POST-EVENT REPORTING FORM FOR NEW 2009 NEWOSC-FUNDED ACTIVITIES

**Note: Submission of a satisfactory post-event report by the due date (Monday, March 30, 2009) is a condition of NEWOSC funding whether or not the final installment of funding is requested. The person making the original application should complete the report.**

Please complete all sections of this form and return to Julia Melnikova of NEWOSC at the address below.

National Engineering Week Ontario Steering Committee  
4950 Yonge St., Suite 502  
Toronto, ON M2N 6K1  
Tel: 416-223-9961 ext. 225; Toll-free: 1-866-763-1654 ext. 225  
Fax: 416-223-9963; Toll-free: 1-866-763-1655  
E-mail: [jmelnikova@ospe.on.ca](mailto:jmelnikova@ospe.on.ca)

**If you are sending this report by surface mail, please enclose any original press clippings and photographs (maximum of 5 prints) re: your event.**

**The report and photos may be sent by e-mail if preferred; however, the original press clippings must still be sent by post.**

1. Name of organizing group: \_\_\_\_\_
2. Affiliation: PEO Chapter  OACETT Chapter  CEO Chapter   
Technical Society  University Eng Soc  Technology Student Group
3. Date of report: \_\_\_\_\_
4. Contact name: (same as original applicant) \_\_\_\_\_
5. Contact address: \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Tel: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Brief report of each activity or event for which funding was granted including an estimate of attendance or participation, a list of media coverage with dates and names of media and an evaluation of the overall results:

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7. Activity or event financial statement:

Description of Expenses	\$
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Expense	_____
Revenue Sources (Include total approved NEWOSC funding)	\$
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Revenue	_____
Difference (Subtract Total Revenue from Total Expenses)	\$_____

**NOTE: If you require the final installment of NEWOSC funding, the “Total Expenses” amount shown above will equal or exceed the “Total Revenue” amount. If you do not require the final installment or require only a portion of it, the “Total Expenses” will be less than “Total Revenue”.**

**Thank you for submitting this report.**