

Parent and Family Fund Reimbursement Report

**Report must be submitted within six weeks of funds being spent*

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| Title of Request: | |
| Requestor Name: | Email: Phone: |
| Amount Allocated: | Amount Spent: Copies of invoices/proof of purchase must accompany this report when submitted. A printout from Banner showing that funds were spent from your account must also be submitted. |
| Organization # (for transfer of funds): Account # | |
| Number of Students Impacted: <i>*If your request involved scholarships, it is expected that each student that received a scholarship submit a statement detailing the impact the scholarship had on their experience with your program/initiative. The grant requestor must compile all statements and submit to Andrea Frank no more than six weeks after funds were disbursed.</i> | |
| Please describe how your request increased student success through the provision of direct student support services. | |
| How did you measure your outcomes for the request? Briefly describe findings from your data and state how the findings support or do not support your intended outcomes. Please provide copy of data collected that support the measurement of your outcomes. | |

Please state how you acknowledged receipt of the Parent and Family Fund grant (i.e. on promotional materials such as flyers, website, giveaways, program materials, etc.).

Please submit this completed report along with copies of invoices/proof of purchase and Banner printout to Andrea Frank via email at afrank20@gmu.edu. Transfer of funds will be completed within four weeks of receiving the completed reimbursement paperwork.