**Graduate Student Community Grant  
Progress Report Template**

**Activity Title:**

**Report Date:**

**Contact Information**

Name of submitter:

Email address:

**Activity Details**

Activity date:

How often have collaborators met?

What progress has been made so far?

Are you following your timeline?

Are you still on-budget?

Have you begun advertising? If so, what method are you using?

How are you tracking registrations?

Have any liability issues surfaced?

Have you secured a location?

Have you determined if any permits are needed?

What are your next steps?

Is assistance needed from the CoE Office of Student Affairs?