



Alpha State Texas Educational Foundation (ASTE F)

2024 – 2025 Project Stipend Report End-of-Year Report – Due June 1, 2025

Recipients of ASTEF Project funds are required to complete and submit an **End-of-Year** report and an accounting of how grant funds were used. ASTEF is required under IRS regulations to ensure that funds are used only for the project as approved. ASTEF has the authority to recover funds if funds are, or appear to be, misused.

Project Title:	
Project Type (Select one):	<input type="checkbox"/> Individual <input type="checkbox"/> Chapter <input type="checkbox"/> Council <input type="checkbox"/> Area
<u>Recipient Name</u> (Name of Individual, Chapter, Council, or Area Number that corresponds to the application) <u>and Area Number</u>	
Amount of ASTEF Funding Awarded:	\$
Amount of ASTEF Funding Expended:	\$

Describe the specific activities that were supported with project funding.

Actual No. of Students Impacted		Actual No. of Teachers/Other Educators Who Benefitted	
Number of Families of Students Served (if applicable)			

Describe the population served and provide the actual number served (Include grade level(s), subject area(s), type of student population, etc.):

Total Number of Members in Chapter/Council (or Area if Area Project)		Number of Members Actually Involved		Percent of Members Actually Involved	
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Describe specifically how members (as applicable) were involved in the various aspects of the project.

Was the project successful? How do you know it was successful? Provide additional data where possible. Attach testimonials where possible.

Describe what you would do differently next time if you had the opportunity to implement the project again.

Project Manager completing this End-of-Year Report:

Name:	<u>Personal Email:</u>
Mailing Address:	City/Zip Code:
Telephone:	Alt. Phone:

By typing your name below, you are certifying that the information contained herein is true and correct.

Your Typed Name:	Date:
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Complete the expenditure report on page 3. Failure to submit this End-of-Year Report in its entirety by the due date may negatively impact future funding for the recipient.

With this report, include photos with captions (or video clip) of the project in action and an article about the project suitable for publishing. Project stipend recipients are also required to create a project scrapbook (5 – 10 pages) to display for exhibit at the Regional Area Workshop or TSO Convention. A photo release for all persons photographed must be kept on file with the individual or group submitting reports and/or display.

By June 1, 2025, send report electronically to: programs.astef@gmail.com.

End-of-Year Expenditure Report

For Project Stipend Recipients

Refer to the budget in your approved Project Stipend Application and list expenditures that correspond to the approved budget. List total cumulative expenditures, including those expenditures reported on the Mid-Year Report, to date.

Keep original receipts on file should additional verification be requested. Any funds remaining unspent as of June 30, 2025, must be returned to ASTEF. If you need clarification, please contact: programs.astef@gmail.com

Items Purchased with ASTEF Funds:	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total ASTEF Funds Expended To Date	\$

List other funding/donations/contributions for the project to date:

Source of Other Funding and Description of Item(s)	Amount/Value
	\$
	\$
	\$
	\$
Total of Other Funding Expended To Date	\$

Important Reminder: Don't forget to attach photos (preferably in .jpg) with captions, testimonials, and the article suitable for publishing to your email when submitting the report to: programs.astef@gmail.com. Before you email the report, double check to make sure you attached the completed report form and not a blank form.

Thank you for supporting ASTEF's mission!