



# Alpha State Texas Educational Foundation (ASTE F)

## 2019-2020 Project Stipend Report

### End-of-Year Report – Due June 1, 2020

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 in the event that funds are, or appear to be, misused.

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

*Describe the specific activities that were supported with project funding.*

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

*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	
<i>Describe specifically <u>how</u> members (as applicable) were involved in the various aspects of the project.</i>					

*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.*

**Contact person completing this End-of-Year Report:**

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

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

<b>Your Typed Name:</b>	<b>Date:</b>
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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. Recipients are also required to develop a project display for exhibit at the 2020 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, 2020, send report electronically to [projects@astef.org](mailto:projects@astef.org).**

## 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, 2020, must be returned to ASTEF.

Items Purchased with ASTEF Funds:	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total ASTEF Funds Expended To Date</b>	<b>\$</b>

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

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

**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 [projects@astef.org](mailto:projects@astef.org). 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!