

Working Group Follow-Up Checklist

As expressed in your original application, please refer to the list below for funding follow-up guidelines.



1. The Working Group will provide RPIRG with:

- All publications it produces.
- Copies of promotional materials to be made available to the public.
- Advance schedules and notice of meetings and events of the Working Group, to be made available to the public. Note that every Working Group must have at least one public meeting per semester.
- Minutes of Working Group meetings.

2. The Working Group agrees to acknowledge RPIRG support by:

- Placing the RPIRG logo on all promotional materials.
- Announcing RPIRG support at all Working Group events and activities.

3. The Working Group agrees to submit a one-page report at the end of the every semester for which it is granted funding. Portions of this report may be included in the RPIRG annual report or on the RPIRG website. The report shall include:

- A financial section based on original budget projections. Include brief explanations for deviations from the original. Financial report must include **all receipts** and appropriate supporting documentation.
- An activities section including achievements, learning experiences, digressions, and an outline of planned future activities.
- Pictures of any related events of activities.

A few other things:

Subject to board approval, established working groups can transition from semesterly to yearly reporting.

If the Working Group wishes to dissolve, the Working Group will submit a letter of dissolution to the RPIRG Board of Directors, along with a brief final report (including financial report, receipts and any remaining funds not used).

RPIRG reserves the right to review the status of a Working Group at any time to ensure that Working Groups do not fail to adhere to the above mentioned requirements, in particular, the semesterly report. This review may result in the removal of the Working Group from active status and loss of access to RPIRG funds.

If you have any questions, concerns or comments, please contact us:

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