**Employee resource group**

**Annual Report Form**

To demonstrate the ongoing need for funding and commitment to continuing the work of the Employee Resource Groups (ERG), ERGs are asked to submit an annual report describing activities undertaken in the previous fiscal year (May 1 to April 30) along with a high-level budget update.

Please submit your annual report (1 to 2 pages maximum) using the form below to [vpcei@queensu.ca](mailto:vpcei@queensu.ca) by May 31 of each year. Funding will be renewed for the following year once this report is submitted.

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| ERG Name: | The ERG group |
| Contact Name: | Contact name |
| Email Address: | Contact.name@queensu.ca |

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| Project Report: | Please provide a brief description of the activities undertaken by your group and the work done to advance the interest of equity-deserving groups on campus. 1 to 2 pages maximum. |
| * The executive group of the ERG group met bi-monthly between September and April to plan activities. * Informal networking activities for ERG group members was held on DATE and DATE and were well attended. *Hyperlink to Queen’s Gazette story on an event.* * NAME spoke to the ERG group on DATE to share advice on how to support ERG success. * The ERG group launched a new social media account NAME in February. *Hyperlink to site.* | |

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| Budget Summary: | 2020-21 Opening Budget Available: | $ 1500 |
| Total Funds Raised from other sources: | $ 500 |
| Total Expenditures: | $ 1000 |
| 2020-21 Final Budget Balance | $ 500 |

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| Signature: | NAME, ERG group president |
| Date: | DATE |