

CHAPMAN UNIVERSITY
Student Activity Fee Advisory Committee (SAFAC) Funding Rubric - GENERAL

Event/Application Name:

Organization Name:

Date Submitted:

The **SAFAC Funding Rubric** provides a standardized method for evaluating the merit of recognized Student Clubs and Organizations funding applications. The rubric incorporates expectations from the [Student Group Policies](#) and the SAFAC Funding Criteria. Understanding that each organization has unique goals/objectives, these criteria serve as a baseline for evaluation and will be considered when determining the final allocation amount. These criteria provide transparency and objectivity, guiding the fair allocation of funds to undergraduate Student Clubs and Organizations recognized by Chapman University. Please circle where appropriate:

1. The student organization has <i>conveyed</i> how this application contributes to the mission/goals of their organization while benefiting and being accessible to all undergraduate student populations.	Yes	No
2. Enough information is included in the event summary and event budget for the committee to discuss the application. This includes itemized cost estimates .	Yes	No
3. The application has adequately described their expected attendance , and the funding application is commensurate with that number.	Yes	No
4. All materials were properly submitted and are accurate for the purposes stated in the application.	Yes	No
5. The application was submitted at least three (3) weeks before the event or desired purchase date.	Yes	No
6. If this is an event related application, the event has been submitted in Panther Connect .	Yes	No
7. If this application requires contract(s) and/or risk waiver(s) , this student organization is working with the Student Organizations Team in the Department of Student Engagement.	Yes	No
8. Chapman University fiscal policy , university policy , Student Group Policies , and SAFAC Funding Criteria are followed.	Yes	No
9. The application represents a justifiable use of the student activity fee and does not set an unsustainable precedent.	Yes	No
10. If this application is for food at a general meeting , is the per/person cost under \$9?	Yes	No
11. If this is an on-campus event with food totaling over \$250, there is a contract with Sodexo .	Yes	No
12. If this application is for t-shirts , the per-item cost must be under \$18. If it is for other wearable merchandise (e.g., long sleeves, polos, sweatshirts, hats), the per-item cost must be under \$25. All merchandise must exclude academic years or single-use annual designs.	Yes	No

Funding Requested:

Funding Granted:

Additional Notes:

Revised: September 25, 2026