



CHAPMAN UNIVERSITY

Student Government Association (SGA) Allocations Committee Funding Rubric

Event/Request Name:

Organization Name:

Date Submitted:

The **SGA Allocations Committee Funding Rubric** provides a standardized method for evaluating the merit of student organization funding requests. The rubric incorporates expectations from Student Organizations Policies and Procedures and the SGA Allocations Operating Procedures. Understanding that each student 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 organizations recognized by Chapman University. Please circle where appropriate:

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|---|-----|----|
| 1. The student organization has <i>conveyed</i> how this request 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 , event budget , and semester budget for the committee to discuss the request. This includes itemized cost estimates . | Yes | No |
| 3. The request has adequately described their expected attendance , and the funding request is commensurate with that number. | Yes | No |
| 4. The student organization demonstrates a commitment to self-reliance , including but not limited to fundraising, charging dues, or seeking additional/external funding sources for this request. Note: Co-sponsorship requests shall be marked "yes" and may be funded to meet unmet financial need accordingly. | Yes | No |
| 5. Chapman University's fiscal and university policy and SGA Operating Documents are followed. | Yes | No |
| 6. All materials were properly submitted and are accurate for the purposes stated in the application. | Yes | No |
| 8. The request represents a justifiable use of the student activity fee and does not set an unsustainable precedent. | Yes | No |
| 9. If this request is for food at a general meeting , is the per/person cost under \$9? | Yes | No |
| 10. If this request 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 |
| 11. If this request requires contract(s) and/or risk waiver(s) , this student organization is working with the student organization team in the Department of Student Engagement. | Yes | No |
| 12. If this is an on-campus event with food totaling over \$250, there is a contract with Sodexo . | Yes | No |

Funding Requested:

Funding Approved:

Additional Notes: