

2025–26 SGA Rubric						Av	Section 1:				
Category	Description	0 Points (No)	1 Point (Yes)	Rating	Total voters	Shah	Patel	Ziady	Gosavi	Number of Points	
Submission Timeline	<p>Request meets minimum deadline based on size category (Small/Med/Large)</p> <ul style="list-style-type: none"> Small – under \$500.00, submitted at least 3 weeks (21 days) before the event. Medium – \$500.01–\$2,500.00, submitted at least 3 weeks (21 days) before the event. Large – \$2,500.01–\$5,000.00, submitted at least 6 weeks (42 days) before the event. 	Doesnt Meet Timeline	Submitted on Time	0	0	4				0	
Student Org Involvement Tabeling Roster	<ul style="list-style-type: none"> Demonstrates active participation in campus engagement opportunities. Examples include Student Involvement Fair, Convocation, or individual RSO tabling. Proof of participation or planned involvement must be provided.(Tabeling Roster) Grounds for denial if partnering club has not tabled 	Has Not Participated in Fair	Has Participated In Fair	0	0					0	
Procurement Mylynx Budget	<ul style="list-style-type: none"> All requested items and services must follow CU Denver purchasing policies and the Green Procurement Policy.(Is the Vendor SGA Approved) Documentation must be complete, legible, and accessible at the time of submission. 	Does Not Meet Procurement Policy	Meets Procurement Policy	0	0					0	
\$5000 Max Excel Budget/Lance	<ul style="list-style-type: none"> Each RSO can receive a maximum of \$5,000 per academic year; once reached, no further requests are allowed. No single request can exceed \$5,000, even with multiple RSOs collaborating. Only the actual amount spent counts toward the \$5,000 limit; unspent funds expire if not procured within 30 days of the event or by May 15. 	Exceeds \$5,000 Annual Cap	Within \$5,000 Annual Cap	0	0					0	
Outline For Budget	<ul style="list-style-type: none"> Evaluates completeness, accuracy, and proper documentation of the budget request. Ensures compliance with SGA policies, procurement rules, and the \$5,000 annual funding cap. Assesses student impact, event feasibility, and presentation quality (if required). 	Fails to meet SGA requirements	Meets all SGA requirements	0	0					0	
Marketing #11 on Mylynx Form	<ul style="list-style-type: none"> Marketing Plan Presence: The request includes a marketing plan. Clarity: The plan is clearly described. Completeness: Enough detail is provided to show intent to promote the event. 	Clear marketing plan provided	No marketing plan or plan is unclear/noncompliant	0	0					0	
Soft Requirements						Total score:	0				
Category	Description	0 Points	1 Point	2 points	Rating	Total points:	Shah	Patel	Ziady	Gosavi	Number of Points
tax exempt Budget	<ul style="list-style-type: none"> Use of Tax-Exempt Certificate: All purchases utilize the CU Denver tax-exempt certificate. Vendor Compliance: Vendors accept CU Denver's tax-exempt status for requested goods or services. Documentation: Proof of tax-exempt compliance is included and accurate for all items requested. 	Does not use tax-exempt certificate, vendors do not accept it, or documentation is missing/inaccurate.	Partial compliance; some purchases correctly use tax-exempt status but others do not or documentation is incomplete.	Fully compliant; all purchases follow CU Denver tax-exempt rules and documentation is complete.	0	0				0	
Relevance to CU Denver Org # 10 on Mylynx form	<ul style="list-style-type: none"> Demonstrates clear connection to CU Denver's mission, values, and student community. Supports the purpose and goals of Registered Student Organizations (RSOs). Provides inclusive opportunities or benefits for CU Denver students beyond the hosting organization. 	No clear objective or relevance to CU Denver Student Organization	Objectives and relevance to Student Organization included, but not clearly explained	Explicitly states benefit to the CU Denver Student Organization	0	0				0	
Post Analysis #12 on Mylynx Form	<ul style="list-style-type: none"> Outreach Strategy: The request outlines clear methods to measure outreach success, including recruitment, expanded reach, and student engagement. Evaluation Plan: Includes a plan to assess event outcomes, such as surveys, attendance tracking, or feedback forms. Follow-Up Summary: Demonstrates how results will be summarized or reported to reflect event success and student impact. 	No plans to measure the development success	Vague idea and/or approach to measure the development success	Clear idea and approach to measure outreach success (recruitment, expand reach, student engagement)	0	0				0	

What we look for in a budget Request Each Individual Section	<ul style="list-style-type: none"> 1. Every budget request must include: <ul style="list-style-type: none"> • Event Information • Event name and description • Date, time, and location (physical or online) • Number of expected attendees • Purpose and goals of the event 2. Cost Documentation <ul style="list-style-type: none"> • Price quotes or vendor information (proof of cost) • Accurate pricing (no inflation) 3. Conflict of Interest <ul style="list-style-type: none"> • Any potential conflicts must be disclosed and justified 4. Supporting Documentation <ul style="list-style-type: none"> • Room bookings or venue confirmations 	<ul style="list-style-type: none"> • Missing items • Irrelevant information • Unclear and/or poorly planned 	<ul style="list-style-type: none"> • Inconsistent outline for specific line items and amounts • Unsatisfactory estimates for attendance/turnout 	<p>Estimates for attendance/turnout Maximization of requested funding</p> <p>Specific line items and amounts</p>	0	0							0
Accessibility #13 on My Lynx Form	<ul style="list-style-type: none"> • Accessibility Measures: Identifies concrete steps to ensure the event is fully accessible (ADA-compliant location, mobility access, sensory considerations, etc.). • Inclusive Participation: Details options for virtual attendance (Zoom link), accommodation requests, and dietary needs. • Communication Plan: Explains how accessibility information and updates will be communicated to all confirmed attendees. 	<p>Does Not Meet Expectations</p> <ul style="list-style-type: none"> o clear accessibility plan provided; missing details about location accessibility, virtual options, accommodations, or communication with attendees 	<p>Partially Meets Expectations</p> <p>Some accessibility steps are identified, but the plan is incomplete or lacks detail (e.g., mentions Zoom link OR accessible location, but not all key components).</p>	<p>Fully Meets Expectations</p> <p>Provides a clear and comprehensive accessibility plan, including an accessible location, virtual attendance option, accommodation processes (dietary, disability, etc.), and a communication plan for all confirmed attendees.</p>	0	0							0

DENY <5.5
APPROVE >5.5

Total points: 0