

<p>What we look for in a budget Request Each Individual Section</p>	<p>1. Every budget request must include:</p> <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 <p>2. Cost Documentation</p> <ul style="list-style-type: none"> • Price quotes or vendor information (proof of cost) • Accurate pricing (no inflation) <p>3. Conflict of Interest</p> <ul style="list-style-type: none"> • Any potential conflicts must be disclosed and justified <p>4. Supporting Documentation</p> <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</p> <p>Maximization of requested funding</p> <p>Specific line items and amounts</p>	0	0
<p>Accessability #13 on My Lynx Form</p>	<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> <p>o clear accessibility plan provided; missing details about location accessibility, virtual options, accommodations, or communication with attendees</p>	<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

DENY <5.5
APPROVE >5.5

				0
				0
Total points:				0