

## Student Funding Board Application Rubric for Event Requests

The Student Funding Board (SFB) members will use a rubric to evaluate each funding request based on SFB guidelines and George Mason University policies.

### Rating for Event Request Mandatory/Non-Mandatory Criteria:

#### *Definitions of Criteria:*

- Mandatory Criteria is defined as criteria that must be met, as required to meet SFB guidelines and/or University policy.
- Non-Mandatory Criteria is defined as additional criteria that must be met for SFB funding approval.

#### *Ratings of Criteria:*

- Mandatory Criteria will be rated with a “yes” or “no.”
- Non-Mandatory Criteria will be rated on a scale from 1-3:
  - Does NOT meet criteria or needs major modifications = 1
  - Needs minor modifications = 2
  - Fully meets criteria = 3

### To Qualify for Event Request related Funding:

- All Mandatory Criteria must receive a “yes” rating
- All Non-Mandatory Criteria must receive a score of 8 or higher

SFB reserves the right to adjust requested amounts as they are responsible for being good fiscal stewards.

### Adjustments and Revisions after Initial Review

SFB Requests that do **not** meet criteria or need modifications will receive a:

- “No” for Mandatory Criteria
- 1-score rating for major modifications for Non-Mandatory Criteria
- 2-score rating for minor modifications for Non-Mandatory Criteria

Once revisions are adjusted to meet requirements, requests then will receive a:

- “Yes” for Mandatory Criteria
- 3-score rating for Non-Mandatory Criteria

If modifications to the SFB application are needed for approval, Registered Student Organizations (RSOs) will have the opportunity to revise and resubmit information within 3 business days after receiving notification from SFB. If RSOs fail to revise within the designated time frame, then RSOs will receive a denial of funding.

**Student Funding Board Application Criteria: Event Requests**

Criteria	Description	Mandatory	Rating
Accessible	<p>This event is open and accessible to all students.</p> <p>The event is free, and no donations of any kind are being collected.</p> <p>If applicable, the event is being held off campus that is within a 10-mile radius of a George Mason University campus in the United States.</p> <p><i>*We do not fund Mason Korea RSO events, as they are managed separately.</i></p>	Yes	Yes / No
Integrity	<p>Request adheres to SFB guidelines and university policies.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• If an RSO submits a request for printing and selects a vendor that is not listed as an approved Mason vendor, then funding will not be approved.</li> </ul>	Yes	Yes / No
Space	<p>On Campus Events: Space has been confirmed through 25Live.</p> <p>Off Campus Events: Space confirmation from vendor/location inclusive of venue address, provided to show space will be utilized by your RSO.</p>	Yes	Yes / No
Marketing	<p>A screenshot of the event posted in Mason360 was submitted.</p>	Yes	Yes / No
Reasonable Price	<p>Application provides documentation validating costs at a fair market value for any expenses requested. If it is above a reasonable price, SFB reserves the right to adjust the funding or deny the request. If the funding is adjusted, RSOs can make up the difference with Self-Generated Revenue (SGR).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• RSO submits catering requests that are above the listed SFB meal per diems. The request will be adjusted to meet those per diems.</li> <li>• RSO requesting \$800.00 for a DJ to staff a two-hour event when the fair market value for a DJ per hour in the DC Metro area is \$100.00-\$150.00. Exceptions may be when the DJ is</li> </ul>	No	1 / 2 / 3

	<p>providing their own equipment in lieu of utilizing Event Services for sound and/or lighting.</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• Score 1: Failing to submit all documentation validating cost or submitting a significantly above fair market value price quote</li> <li>• Score 2: Submitted documentation and provided a slightly above fair market value price quote</li> <li>• Score 3: Submitted documentation and provided a reasonable fair market value</li> </ul> <p>A list with reasonable price ranges for services (vendors) will be available on the SFB web page starting Monday, July 17<sup>h</sup>, 2023</p>		
<p>Event Description in Mason360</p>	<p>The event listed in Mason360 includes the following information in detail:</p> <ul style="list-style-type: none"> <li>• Event Name</li> <li>• Description <ul style="list-style-type: none"> <li>○ Schedule and Activities</li> </ul> </li> <li>• Event Date</li> <li>• Event Time</li> <li>• Event Location</li> <li>• Image</li> </ul> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• Score 1: An event with only an event title, description, location, date, and time</li> <li>• Score 2: An event with only an event title, description, location, date, and time as well as a minimal schedule and list of activities</li> <li>• Score 3: A fully detailed event request with a robust schedule and event image</li> </ul>	<p>No</p>	<p>1 / 2 / 3</p>
<p>Purpose/Value</p>	<p>The purpose/value of this event is explained well without additional information being needed. The following questions have been answered in detail:</p> <ol style="list-style-type: none"> <li>1. Briefly describe what will happen at your event.</li> <li>2. How does this event support the mission of your organization?</li> <li>3. Who is your target audience? Who will benefit from this event?</li> <li>4. What are your goals for this event? What are you hoping your audience will walk away with? What may they learn? How may the event impact them?</li> <li>5. What value does this event bring to the Mason community?</li> </ol>	<p>No</p>	<p>1 / 2 / 3</p>

	<p>Scoring with Examples:</p> <ul style="list-style-type: none"> <li> <p>Score 1: Answering less than 3 out of the 5 questions  <i>The culture night provides an opportunity for students to gather and enjoy a social event to build up our community.</i></p> <p>=&gt; RSO failed to address description, mission, goal and value questions.</p> </li> <li> <p>Score 2: Answering at least 3 out of the 5 questions  <i>At the x culture night, we will celebrate x culture through music, dance, and food. Guests will enjoy an evening transporting them to the country of x. They will be entertained by traditional artists while learning the history of the culture through a play. Student performers will be showcasing their talents through music, dance and fashion. Local approved caterers will be serving authentic x food providing a culinary experience without the cost of flying across the world. Our organizations mission is to educate the Mason community on our culture</i></p> <p><i>Our target audiences are Mason students, staff, faculty and members of the local Mason community.</i></p> <p>=&gt; RSO failed to address goal and value questions.</p> </li> <li> <p>Score 3: Answering all 5 questions  <i>At the x culture night, we will celebrate x culture through music, dance, and food. Guests will enjoy an evening transporting them to the country of x. They will be entertained by traditional artists while learning the history of the culture through a play. Student performers will be showcasing their talents through music, dance and fashion. Local approved caterers will be serving authentic x food providing a culinary experience without the cost of flying across the world. Our organizations mission is to educate the Mason community on our culture</i></p> <p><i>Our target audiences are Mason students, staff, faculty and members of the local Mason community.</i></p> <p><i>Our goal is that this event will trigger curiosity to further explore our culture beyond this event and foster stronger relationships among people from different backgrounds.</i></p> </li> </ul>		
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	<i>Mason is All Together Different. This event will bring value to the Mason community by showcasing one of the many cultures represented at Mason</i>		
Collaborative Community	If collaborating with multiple RSOs, this information is included in the application accurately.	Yes (if applicable)	Yes / No
<p>Total Score:</p> <ul style="list-style-type: none"> <li>• All Mandatory Criteria must receive a “yes” rating</li> <li>• All Non-Mandatory Criteria must receive a score of: <ul style="list-style-type: none"> <li>○ Event: 8 or higher</li> </ul> </li> </ul>			<p>Yes: No: Score:</p> <p>(If single RSO request: Ignore Collaborative Community Criteria)</p>