

Student Funding Board Application Non-Event Purchase Rubric

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 Non-Event Purchase 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 Non-Event Purchase Funding:

- All Mandatory Criteria must receive a “yes” rating
- All Non-Mandatory Criteria must receive a score of 5 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: Non-Event Purchase Requests

Criteria	Description	Mandatory	Rating
Integrity	<p>Request adheres to SFB guidelines and university policies.</p> <p>Examples:</p> <ul style="list-style-type: none"> • RSO submitting a request for a tablecloth and selecting a vendor that is not listed as an approved Mason vendor. 	Yes	Yes / No
Inventory	<p>If the organization is asking for supplies, the organization acknowledges that it is their responsibility to maintain the supplies as they are subject to auditing per university and state policies.</p> <p>Learn about the equipment inventory process</p> <p>https://fiscal.gmu.edu/equipment/learn-about-equipment-inventory-process/</p> <p>Acquire New Equipment</p> <p>https://fiscal.gmu.edu/equipment/acquire-a-new-equipment/</p>	Yes	Yes / No
Marketing	<p>RSO has clearly stated how these non-event items will promote their organization.</p>	Yes	Yes / No

<p>Reasonable Price / Amount</p>	<p>Application provides documentation validating costs at a fair market value for any expenses requested. If it is above a reasonable price/amount, 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"> • If an RSO requests an excessive number of promotional items such as without justification, funding may be denied. <p>Scoring:</p> <ul style="list-style-type: none"> • Score 1: Failing to submit all documentation validating cost or submitting a significantly above fair market value price quote • Score 2: Submitted documentation and provided a slightly above fair market value price quote • Score 3: Submitted documentation and provided a reasonable fair market value 	<p>No</p>	<p>1 / 2 / 3</p>
<p>Purpose/Value</p>	<p>The purpose/value of the item(s) is explained well without additional information being needed. The following questions have been answered in detail:</p> <ol style="list-style-type: none"> 1. Who will benefit from these items being purchased? 	<p>No</p>	<p>1 / 2 / 3</p>

	<ol style="list-style-type: none"> 2. How many people could potentially be reached through the purchasing of these items? 3. How are the items being purchased in line with the mission of the organization? 4. What is the length of time that these items can benefit the organization? 5. Are the items being purchased reusable? 6. What purpose will these items serve the organization if purchased? <p>Scoring:</p> <ul style="list-style-type: none"> • Score 1: Answering less than 3 out of the 6 questions • Score 2: Answering at least 4 out of the 6 questions • Score 3: Answering all 6 questions 		
<p>Total Score:</p> <ul style="list-style-type: none"> • All Mandatory Criteria must receive a “yes” rating • All Non-Mandatory Criteria must receive a score of: <ul style="list-style-type: none"> ○ Non-event Purchase: 5 or higher 			<p>Yes:</p> <p>No:</p> <p>Score:</p>