

2026 - 27 SGA Rubric									
Hard core - If any item below is marked "No," the request is automatically denied									
Catagory	Description	0 Points (No)	1 Point (Yes)	Rating	AVG	Section 1:			
Submission Timeline	Request meets minimum deadline based on size category (Small/Med/Large) •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	5	Senator 1:	Senator 2:	Number of Points
Student Org Involvement Tabling Roster	•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 (Tabling 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	• The name of the vendor for each requested item or service • A price quote, invoice, or direct vendor link showing exact pricing • Confirmation that the vendor accepts CU Denver's tax-exempt status (Colorado sales tax must not be included) • No prohibited purchases (off-campus club meetings, fundraising inventory, subscriptions, personal reimbursements, etc.) • Compliance with the Green Procurement Policy	Does Not Meet Procurement Policy	Meets Procurement Policy	0	0				0
\$5000 Max Excel Budget/Lance	• 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	This section measures whether the budget request is fully structured, clearly written, and includes all required components as outlined in the 2025–26 SGA Budget Request Guidelines.	Fails to meet SGA requirements	Meets all SGA requirements	0	0				0
Marketing #11 on MyLynx Form	• 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.	No marketing plan or plan is unclear/noncompliant	Clear marketing plan provided	0	0				0
Soft Core - Approval is determined based on the total points earned; these items do not result in automatic denial unless the minimum required score is not met.					Total score:	0	Total points:		
Catagory	Description	0 Points	1 Point	2 points	Rating		Senator 1:	Senator 2:	Number of Points
Tax Exempt Budget	•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	• 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 Indirect relation to the goals of the organization	Explicitly states benefit to the CU Denver Student Organization Relates to organization goals Increases student	0	0			0
Post Analysis #12 on Mylynx Form	•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) Has a plan to summarize success of the event (evaluation or survey etc.)	0	0			0
What We Look for in a Budget Request Each Individual Section	1. Every budget request must include: • 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 • Price quotes or vendor information (proof of cost) • Accurate pricing (no inflation) 3. Conflict of Interest • Any potential conflicts must be disclosed and justified 4. Supporting Documentation • Room bookings or venue confirmations	• Unclear and/or poorly planned • Missing items • Irrelevant information	• Inconsistent outline for specific line items and amounts • Unsatisfactory estimates for attendance/turnout	Estimates for attendance/turnout Maximization of requested funding Specific line items and amounts	0	0			0
Accessibilty #13 on My Lynx Form	• 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.	Does Not Meet Expectations o clear accessibility plan provided; missing details about location accessibility, virtual options, accommodations, or communication with attendees	Partially Meets Expectations 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).	Fully Meets Expectations 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.	0	0			0
Total score:						0	Total Score:		

Section 2:

Voting Result

Please State whether you Approve or Deny this Request

Senator 1:

Senator 2:

Senator 3:

Senator 4:

Senator 5:

Group Approval/ Denial

Deny < 6.5
Approve > 6.5

Comments Section

If there is an issue with the budget request, please use this section to clearly explain the reason for the concern. Be sure to highlight the specific section that was incorrect and add a header for each section of the rubric that was voted on and did not meet Finance & Funding Standards. The explanation should be written clearly and directly so that anyone reading it, whether a student organization member or a member of the Finance & Funding team, can easily understand what was wrong and what needs to be corrected. This is for any Finance & Funding Member Who has a comment.

Deny

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