

# Tech Parents Annual Fund Request Review Rubric

Criteria	Inadequate 1	Poor 2	Average 3	Good 4	Excellent 5	Score
<b>Timeliness of Request</b>	Request submitted after event, program, or travel has occurred	Request submitted one week or less prior to event, program, or travel	Request submitted two weeks prior to event, program, or travel	Request submitted three weeks prior to event, program, or travel	Request submitted four or more weeks prior to event, program, or travel	
<b>Request for new Initiatives</b>	Request supports event, travel, or equipment that has been funded annually in some way by the Parents Fund	Request supports event, travel, or equipment that has been funded two or more times in the past and should be included in the group's annual budget	Request supports event, travel, or equipment previously funded in past year(s) by the Parents Fund, however was not funded in the most recent fiscal year	Request supports event, travel, or equipment previously funded for one year only by the Parents Fund, but includes new additions to programs, expanded level of involvement (i.e. presenting vs. merely attending, leadership positions, etc)	Request supports a brand new event or initiative, unforeseen travel or professional development opportunity, or is to fund new equipment needed	
<b>Frequency of Funding</b>	Student organization, department or initiative has received funding from Parents Fund every year more than the past three years	Student organization, department or initiative has received funding from Parents Fund every year for the past three years	Student organization, department or initiative has received funding from Parents Fund twice in the past three years	Student organization, department or initiative has received funding from Parents Fund once in the past three years	Student organization, department or initiative has never requested Parents Fund funding.	
<b>Quality of Supporting Documentation</b>	Request is missing more than one supporting document (either event, travel, equipment budget, annual organization budget, or typed rationale).	Request is missing one supporting document (either Event, Travel, equipment budget, annual organization budget, or typed rationale).	Request documents are complete and included, however request is missing substantial information, is vague, or needs more information. Committee generated multiple questions when reading request and needed to conduct follow-up with requesting org.	Request documents are complete and included. Supporting documents are relatively thorough and enough information was included for the committee to discuss request without necessary follow-up.	Very thorough rationale. Request includes detailed budget for Event, Travel, equipment, as well as the overall organization or department budget for the academic year. All documents are free of errors and written professionally.	
<b>Benefit to Michigan Tech students</b>	The event, travel, or equipment request will directly impact the members of the student group or organization that has submitted the request (50 or fewer people).	The event, travel, or equipment request will directly impact the members of the student group or organization that has submitted the request (50 or more people).	The event, travel or equipment request represents a collaboration among student organizations or across departments with the potential to significantly impact a large group of students.	A significant sub-population of Michigan Tech students will benefit from this event. Examples include an event for all Greek students, first-year students, engineering students, etc.	Event, Travel, equipment has the potential to impact the entire Michigan Tech student population. Examples include events open to the campus community, campus traditions, etc.	
<b>Related to University mission, vision, goals or strategic plan</b>	Request does not tie-in to appreciation of diversity, discovery-based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.		Request alludes to appreciation of diversity, discovery-based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.		Request clearly ties in appreciation of diversity, discovery-based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.	
<b>Student support for the request</b>	No supporting documentation is provided about student support for this request.		Minimal evidence of student support exists in rationale, primarily from members of the group or organization requesting the funding.		Rationale for request clearly indicates a significant amount of student buy-in for the initiative, event, program, travel, or equipment. Students were surveyed, it was put up to vote at a meeting/referendum, etc.	
<b>TOTAL</b>						