SORF Rubric - Event/Program Request					
Name of Requesting Organization:					
Funding Criteria	Yes	No	Unclear	N/A	Comments
Applicant Eligibility					
Is the organization a recognized Club?					
Is this the first time SORF has received an application for this particular event?					
Has the group received SORF funding less than 3 times this fiscal year?					
Is this event a new or innovative idea or an unplanned cost associated with an existing event or program?					
If no, did the group offer justification that 70% or more of the event is substantially different from previous years?					
Funding Eligibility					
Is the total amount requested less than 80% of the total cost of the event?					
Is the remaining 20% of funds needed clearly accounted for in their addendum (ie. fundraising, existing budget dollars, financial co-sponsorship)					
Is the requested amount $4,000 or less?					
If this request were fully-funded, would the group be receiving a total of $7,000 or less for this fiscal year from SORF funding?					
Are the SORF funds going to be donated to a charitable organization or political campaign?					
Are the SORF funds being used to purchase items for resale/fundraising?					
Event Eligibility					
Does the event comply with all university policies as well as federal/state/local laws?					
Is the event open to all Xavier students and planned to be promoted openly across campus?					
Does the justification from the organization show how the activity enhances student learning and supports the mission of the organization?					

Funding Criteria	Yes	No	Unclear	N/A	Comments
Is alcohol being served at the event? (Group must have approval via the Alcohol Event Request Form)					
Did the organization include general event supplies or decorations?					
Budget Request / Addendum Review					
Is the request for contracting services or performers reasonable and/or accurate?					
Is the request for facility rental reasonable and/or accurate?					
Is the request for film license rental reasonable and/or accurate?					
Is the request for food/catering costs reasonable and/or accurate?					
Is the request for printing services reasonable and/or accurate?					
Is the request for promotions reasonable and/or accurate?					
Is the request for security costs reasonable and/or accurate?					
Is the request for transportation costs reasonable and/or accurate?					