Base Criteria for Allocating Club Funding*

The maximum an organization can receive annually is the higher of the following two values but cannot exceed $10,000:

- 110% of its annual COSO allocated budget from the last year
- 110% of its annual COSO allocated budget from the year BEFORE last year

An example: if you received $0 last year but $1,000 the year before than your maximum allocation for the upcoming year is 110% of $1,000 or $1100. If you have never received annual funding from COSO then this does not apply to you.

General Evaluations (34pts. possible)

1) __________ Past funding and budgeting [1-9 points]
   - Complete usage of funds allocated last year (less than $20 remaining in account) [1-5 points]
   - Uniform budgeting throughout academic year (not all money was spent on one end of the year event) [1-4 points]

2) __________ Clarity and effort put into budget packet [1-8 points]
   - Was the form completed in its entirety [1-2 points]
   - Was the form typed [1-2 points]
   - Were supplemental forms attached and organized? (event flyers, registration forms, fundraising documents, pictures, awards, etc.) [1-2 points]
   - Were the COSO policies followed (no travel requests, no t-shirts over 9$, etc.) [1-2 points]

3) __________ Budget Packet Content (to be reported by COSO Chair present at hearing) (0-7 points)
   - On time to the meeting [0-1 points]
   - Relatively well informed of the contents of the package – (i.e. if the treasurer can’t make it we do not expect the officer who can make it to be completely informed of every detail on the packet but to be completely oblivious of major events, functions, and supplies requested or why is unacceptable [1-2 points]
   - Do the events proposed seem reasonable and able to target many students (we will check past performance including but not limited to registered events from the past year, any attached sign in sheets, etc.) [1-2 points]
   - Does it look like the events were carefully planned/thought out? (is there an itemized cost breakdown and description of why things are needed [as requested in the packet] or was it just listed as: food = $500, supplies $500) [1-2 points]

4) _______ Standing with COSO/Student Union (1-4 points)
   - Were all borrowed items/equipment returned promptly [1-2 points]
   - Was the club ever put on probation by COSO or the Student Union [1-2 point]

5) _______ Participation in COSO events (0-3 points)
   - Did the club attend at least one COSO event during the fall semester (Get WOW’d and/or Club Fest) [0-1 point]
   - Did the club attend at least one COSO event during the spring semester (Spring Showcase and/or the Student Organization Awards and Recognition Banquet [ S.O.A.R.]) [0-1 point]
   - No “no shows” for COSO events (i.e. organization did not sign up for an event and then not show up) [0-1 point]

6) _______ Registered events hosted (both on and off-campus) (0-3 points)
   - 10 events or more [3 points]
   - 6-9 events [2 points]
   - 1-5 events [1 points]
- No registered events hosted [0 points]

**Bonus Points to consider (6 points total):**

1) ________ Fundraising (I think we can agree that we all love to see this...but of course it is much easier for some clubs than others and hence I have added it to the bonus section) *(1-3 points)*

2) ________ Working together with other organizations = co-sponsorships (based on event registration forms) *(0-3 points)*
   - Most of the club’s events are collaborations [3 points]
   - About half of all events are collaborations [2 points]
   - Few of the club’s events are collaborations [1 point]
   - No collaborations [0 points]

3) ________ Regularly using CollegiateLink (routinely updated blogs, messages, events and roster) *(1 point)*

4) ________ Travel *(1-2 points)*
   - Presenting or competing [2 points]
   - Travelling only [1 point]

**Score Sheet:**

<table>
<thead>
<tr>
<th>If the score was</th>
<th>Then fund this % of their request (pending total COSO budget size)</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 pts. or more</td>
<td>100</td>
</tr>
<tr>
<td>31-33 pts.</td>
<td>91</td>
</tr>
<tr>
<td>28-30 pts.</td>
<td>82</td>
</tr>
<tr>
<td>25-27 pts.</td>
<td>73</td>
</tr>
<tr>
<td>22-24 pts.</td>
<td>64</td>
</tr>
<tr>
<td>19-21 pts.</td>
<td>55</td>
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<tr>
<td>16-18 pts.</td>
<td>46</td>
</tr>
<tr>
<td>13-15 pts.</td>
<td>37</td>
</tr>
<tr>
<td>10-12 pts.</td>
<td>28</td>
</tr>
<tr>
<td>7-9 pts</td>
<td>19</td>
</tr>
<tr>
<td>4-6 pts.</td>
<td>10</td>
</tr>
<tr>
<td>3 pts.</td>
<td>0</td>
</tr>
</tbody>
</table>

* These criteria are **not the sole source** of budget packet evaluations. We understand that each student organization has unique goals and objectives. Therefore, these criteria serve as a baseline for student organization budget packet evaluations and additional factors may or may not be considered in determining the final allocation amount. These criteria were developed to provide increased transparency and objectively and fairly allocate Activity and Service Fees to registered FAU Student Organizations.