



**Center for Multicultural Engagement and Inclusion
Student Organization Funding Program & Financial Handbook**

Revised: July 2024

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Contact Information

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CMEI Student Orgs: [Website](#)

SECTION ONE: STUDENT CLUB & ORGANIZATION FUNDING PROGRAM

The Center for Multicultural Engagement and Inclusion (CMEI) at MSU Denver is committed to supporting students' sense of belonging in college and affirming their identities by building community through participation in student organizations, providing ample opportunities for students to develop their leadership knowledge, skills, and abilities, and encouraging interpersonal growth. One of the primary ways CMEI accomplishes these aims is through the Student Club & Organization Funding Program (SCOFP).

The Student Club & Organization Funding Program is a student fee funded program that provides financial assistance to registered student organizations and MSU Denver student leaders to host events on campus, purchase promotional items, supplement funding for student driven projects, foster a sense of belonging and community among students, and provide general office supplies for student organizations and their members. The program is administered on a first-come, first-served basis. The goals of the program include the following:

- Increase student engagement, involvement, and out-of-classroom learning on campus. While establishing a sense of belonging and community among MSU Denver Students.
- Support student organizations through effective programming and increased visibility on campus.
- Provide ample opportunities for MSU Denver students to develop their leadership knowledge, skills, and abilities. Enhance understanding and value of justice, diversity, equity, and inclusion among students, student groups, and the broader campus community.

Any Registered Student Organization or Fraternity/Sorority in good standing is eligible to apply for funding so long as the request for funds falls within the goals described above and policies described in this document, the officer handbook, and advisor handbook. Good standing is defined as fully registered, not having a negative agency account balance, and not having any recent/pending conduct or policy violations.

The Marathon Rule

The CMEI understands that there may be times where the \$3800 maximum may not be enough to cover the expenses associated with a particular event, training, workshop, or community building activity. With that said, registered student clubs and organizations should not be created with the sole purpose of combining CEF resources. To ensure the equitable distribution of SCOFP funds, each application will require a current roster of active members and any other organizations they might be in. Each application must be from an organization in which at least 30% of the organization's membership has not been a member of another organization that received CEF in the past 180 days. If your organization has a member that is in another organization, they cannot submit applications for both organizations.

Campus Event Funding will only cover expenses included in the proposal/presentation. If a student organization is awarded partial funding; they will be responsible to pay for a portion of the event even if all costs of event are lower than originally expected. If student organizations are not able to fully fund their function, partial funding will not be awarded to the student organization for the specific function.

Student Club and Organization Funding Program: Common Funding Application

Applications for the following SCOPF funds shall be submitted through the [Common Funding Application \(CFA\)](#) via RoadrunnerLink:

- Campus Events Funding (CEF)
- Recruiting and Promotional Funding (RPF)
- Club Member and Leadership Funding (CMLF)
- Community-Building Fund (CBF)

Each of these programs has different requirements to qualify for the funds. You may submit one application to apply for monies from several funds(CEF). Every organization will be allowed 1 application per month for each pool of funding. The funding committee will contact the applicants via MSU Denver email. Please keep an eye out on the comments section of the form for updates. The funding committee may: 1) provide you with additional instructions and next steps; 2) ask clarifying questions; or 3) inform you of a decision of your request.

To determine which SCOPF fund your student organization should apply for, please review the descriptions of all four programs in this handbook. At no point during the academic school year will a student organization qualify for any combination of available SCOPF funds exceeding \$3,800. If the student organization has met all the minimum requirements for funding, then it will be awarded funding from the proposed SCOPF fund. **Additionally, completing an application does not guarantee that a club or organization will receive the maximum available for any of the funds.** No reimbursements will be allowed, without pre-approval from the Student Organization's Funding Team.

Fund	Maximum Amount Per AY	
Campus Events Funding (CEF)	\$2000.00	
Recruiting and Promotional Funding (RPF)	\$500.00	
Club Member and Leadership Funding (CMLF)	\$800.00	
Community-Building Fund (CBF)	\$500.00	
	Maximum SCOPF for Academic Year	\$3800.00

After funds are approved:

- Student organization's representative meets with Funding Student Assistant to finalize payment logistics and answer any questions.
- Student organization's representative pays for the approved budgeted items for the event using MSU Denver Corporate Card or Check Request.
- Student organization representative submits itemized receipts and supporting documentation to the Funding Student Assistant.
- **If receipts are not submitted within 3 business days of purchase the organization may be subject to:**
 - **Financial suspension until receipt is turned in**
 - **Financial suspension for the rest of the academic year**
 - **Reduced funding available for the next academic cycle**

Expiration of Funds Allocated funds do not roll over from year to year. If you do not spend your funds **one month after** receiving the allocation, funds will be rolled back into the SCOPF budget. Your organization will need to submit a new proposal to reacquire the allocation you have not spent. **To check out the corporate card, you must leave a valid MSU Denver student ID in the CMEI office in place of the corporate card.** Organizations can have the corporate card checked out for a total of 48 hours. Failing to return the corporate card after 48 hours of check out the organization may be subject to:

- **Financial suspension until the corporate card is turned in**
- **Reduced funding available for the next academic cycle**
- **Financial suspension for the rest of the academic year**

NOTE: During the academic funding year, proposals must be submitted 30 days before an event is scheduled to occur and retroactive (after the fact) funding will not be authorized.

SECTION TWO: CAMPUS EVENT FUNDING (CEF)

Campus Events Funding (CEF) is available to Registered Student Organizations (RSO) or Fraternities/ Sororities in good standing with the Center for Multicultural Engagement and Inclusion (CMEI) that will host an event on the Auraria Campus. **FUNDS WILL NOT BE APPROVED FOR EVENTS OFF CAMPUS.** Campus Events Funding application can be accessed on RoadrunnerLink.

- **Campus Events Funding covers the following expenses, but are not limited to:**
 - Facility rental
 - Food/Beverage/Catering (provide attendee list 72 hours post event to orgfunding@msudenver.edu)
 - Decorations
 - Speaker Transportation & lodging
 - Honorarium (Speaker fees)
 - Event Promotional Materials
 - Awards/Frames
 - Security (Non- alcohol events only)

- **Expenses NOT Covered:**
 - Expenses not included in proposal
 - Fundraising functions
 - Gifts and Gift Cards
 - Activities for a single political candidate or issue
 - Religious services or ceremonies
 - Purchase of alcohol or security for event with alcohol
 - Donations to other student organizations
 - Salaries or items for individuals
 - Off-Campus events

Application Requirements

In order for the proposal to be accepted, it must be submitted at least 30 days before the scheduled event. The following list of items must be uploaded/provided in the proposal:

- Name of the proposed function
- Detailed description of proposed function, date, time, and location
- Venue confirmation (**must be held on the Auraria Campus, the Center for Visual Arts, or Springhill Suites**)
- Expected number of attendees
- Goals and purpose for the function including the benefits/learning outcomes for participants
- Detailed timeline for the event with planning start and end date (includes deadlines for purchasing items, making reservations, event set-up, responsibilities during the event, and clean up).
- Promotion and Advertising strategy for the event and target audience-a mockup flyer is preferred
- Detailed budget of all the function expenses (preferably in an Excel document). Certain events must use AHEC approved [vendors](#). (Please refer to the Student Organization Officer Handbook for AHEC Policies.)
- Quotes/estimates from all vendors
- A roster of all active members in the organization with their 900#s and preferred email addresses (preferably in an Excel document).

Important Note: If the student organization's proposal is denied, the funding committee will notify the organization and provide reasons for denial within 6 business days of the decision being made. The student organization may submit one revised proposal for reconsideration. Further appeals will not be considered.

Application Process

- An officer from the student organization submits the Campus Events Funding proposal via the Common Funding Application on RoadrunnerLink.
- SCOPF Committee reviews proposal.
- SCOPF Committee verifies proposal meets requirements and purpose of the CEF program. Verification can result in acceptance or rejection of proposal. Please note that

RoadRunner Link will send an automated confirmation of receipt. This is not approval of the proposal. .

- SCOPF Committee contacts the student organization representative to schedule the presentation and sends a copy of the scoring rubric.
- The student organization representative presents to the SCOPF committee via a recorded teams meeting. Please refer to the “Presentation” section for more details.
- The SCOPF committee votes and accepts or denies the funding allocation.
- SCOPF Committee contacts the student organization representative with allocation decision.
- Funding Student Assistant and CMEI fiscal budget manager work with the student organization representative to pay for events.

Presentation

After the student organization's Common Funding Application and CEF proposal have been accepted, student organizations are required to present to the SCOPF Committee. The student organization representative that submitted the application and another officer of their student organization must present via a team meeting. Presentations on teams will be recorded to ensure all members of the SCOPF committee have an opportunity to review the presentation. If a student officer is not present for the presentation, your application will be denied, and you will have to re-submit your application and begin the process again. The quality of the proposal and presentation will be factors in the funding decision and the amount of funding ultimately awarded for the event. The SCOPF Committee uses a scoring rubric to determine funding. The scoring rubric is shared with the applicant organization prior to the presentation.

Student Club and Organization Funding Program (SCOPF) Committee

To be fair and transparent, a SCOPF Committee will make the decision to approve your student organization’s funding proposal and will determine the final funding allocation. The SCOPF Committee consists of:

- The Student Organizations Funding Student Assistant (Chair of Committee)
- 1 – CMEI Club and Organization Student Employee
- 1 – CMEI Professional Staff (Non-voting Member except in the instance of a tie)

SCOPF Committee Voting. Voting members shall score the presentations and proposals for funding based upon the scoring rubric. The scores will be tallied, and this will determine the amount to be allocated by the committee. If there is a conflict of interest between one of the members and the student organization, that member must decline to vote for such purposes. After the committee has made its decision, the student organization will have the opportunity to request copies of the scoring rubric. The SCOPF Committee may decide the following decision:

- Full Funding (100% of requested funding) – Proposal and Presentation meets the expectations of the committee by receiving an average score of 18 and above.
- Majority Funding (70% of requested funding) – Proposal and Presentation meets the expectations of the committee by receiving an average score between 14 and 17.
- Partial Funding (50% of requested funding) – Proposal and Presentation meets the expectations of the committee by receiving an average score between 10 and 14.

- No Funding (0% of requested funding) – Proposal and Presentation did not meet the expectations of the committee by receiving an average score below 10. If a proposal has an average score below 10, no funding will be provided from the CEF program.

Allocation Scoring and Amounts. Registered Student Organizations and Fraternities and Sororities will be eligible to receive Campus Events Funding up to **\$2,000 over the course of the registration year** (August 21 to May 15). Student organizations may have more than one event if their total expenses during the year are under their funding maximum. For example, student organizations may have one event with expenses of \$1,500, this same student organization may have another event during the year if their expenses are \$500 or less.

Note: If the student organization has met all the minimum requirements for funding, then it will be awarded funding for the proposed Campus Event Funding.

Deadlines for Campus Event Funding

Student Organizations are required to submit their proposal a minimum of 30 days prior to their event to receive funding. Student Organizations must spend their allocation within a month of their event date. In some circumstances, an event must be rescheduled. Should your organization reschedule an event past the 30 days, the organization must receive approval from the SCOPF Team to roll forward their funding. This approval is at the discretion of the team and their decision is final. Any excess monies after the spending deadline will be returned to the Campus Event Funding budget.

*****Please allocate an additional 2 weeks if you will be having guest speakers for your event.**

SECTION THREE: RECRUITING AND PROMOTIONAL FUNDING (RPF)

Funds are available to assist registered student clubs and organizations, fraternities, and sororities at MSU Denver in promoting your organization and recruiting new members. **Items must have either the organization name or logo on them.**

- **Covered expenses include but are not limited to:**
 - Clothing Items (Shirts, hoodies, hats, etc.)
 - Banners & Signage
 - Table Skirts
 - Water bottles/Coffee Mugs
 - Canopies
 - Print and Web Advertisements
 - Business Cards
 - Lanyards
- **Expenses NOT covered:**
 - Expenses not included in proposal
 - Fundraising functions for the student organization
 - Gifts and/or Gift Cards
 - Items that don't have the org name or logo

Organizations may not use these funds for purchases that do not support their mission or enhance the University's experience for students. Merchandise and apparel paid for by RPF funding may not be sold to raise funds. Items for sale must be purchased with organizational funding. All proposals will be reviewed to ensure that funding will be spent appropriately. High priced items may be denied as fiscal responsibility is a core component of the SCOPF.

Promotional Items

Promotional items – including pens, water bottles and other imprinted merchandise—must be ordered exclusively from Tivoli Station or from the four vendors with [university purchasing agreements](#). Clothing also may be ordered from these promotional vendors, but MSU Denver does not restrict apparel purchases solely to these awarded vendors.

Application Requirements

In order for the proposal to be accepted, the following list of items must be uploaded/provided in the proposal:

- Explanation of how item(s) will maximize the organization's effectiveness in achieving its goals.
- Explanation on how items are planned to be used
- Semester or yearly goals for the organization
- List of all expenses and number of requested items. Please use the budget spreadsheet provided on RoadRunnerLink.
- Total amount of funding requested.
- A roster of all active members in the organization with their 900#s and preferred email addresses (preferably in an Excel document).

If the student organization's proposal is denied, the Funding Student Assistant will notify the organization and provide reasons for denial. Please check your notifications on RoadRunnerLink to stay up to date. The student organization may submit one revised proposal for reconsideration. Further appeals will not be considered.

Allocation Scoring and Amounts

The maximum amount of funding that a student organization can receive for their Recruiting and Promotional Funding (RPF) items is **\$500 per academic year**. Student organizations may have more than one request if their total expenses during the year are under the maximum allowable funding cap. For example, if an organization spends \$300 of their maximum amount, they may submit a proposal to spend the remaining funds for a total of \$ 500 during the academic year.

The funding allocation is dependent on the score of the proposal. The SCOPF Committee may decide the following decision:

- Full Funding (100% of Requested Budget) – Proposal meets all expectations of the scoring rubric and receives a score between 6 and 8 points.
- Partial Funding (50% of Requested Budget) – Proposal meets most, but not all, expectations of the scoring rubric and receives a score between 4 and 6 points.

- No Funding (0% of Requested Budget) – Proposal does not meet the expectations of the scoring rubric and receives a score less than 4 points.

Deadlines for Recruiting and Promotional Funding

Recruiting and Promotional Funding may take 30 days to process so please ensure applications are submitted with this processing time in mind. Student Organization must spend their allocation at least a month after they have received their funding. Any excess monies after the spending deadline will be refunded back to the Recruiting and Promotional Funding budget.

SECTION FOUR: CLUB MEMBER AND LEADERSHIP FUNDING (CMLF)

Funds are available to Registered Student Organizations (RSO) or Fraternities/ Sororities in good standing with the Center for Multicultural Engagement and Inclusion (CMEI) for leadership development. These funds must be used to support leadership growth and development among members and officers of student organizations. Preference will be given to activities, programs, and training that is open to members of more than one student organization (multiple sponsoring organizations). Collaborating organizations may submit unique requests that outline the proposed use of each organizations funding requests.

- **Covered expenses include but are not limited to:**
 - Admission to/registration for leadership conferences, trainings, workshops
 - Leadership speaker fees and honorariums
 - Workshop and training supplies
 - Speaker transportation and lodging
 - Event Promotional Materials
 - Expenses associated with hosting a leadership conference, retreat, or workshop for MSU Denver students.
 - Food/Beverage for MSU Denver student club members and leaders
- **Expenses NOT Covered:**
 - Expenses not included in application
 - Fundraising functions
 - Gifts and Gift Cards
 - Activities for a single person
 - Activities for a single political candidate or issue Religious services or ceremonies
 - Donations to other student orgs. Co-sponsorship excluded (must include a co-sponsorship explanation letter).
 - Salaries or items for individuals

Maximum Amount

The maximum amount of CMLF for any given year shall **not exceed \$800**. Funds are granted to the student organization the student is affiliated with and not the individual student. Please note that approved funds will count against the \$3800 maximum for SCOFPP funds during the academic year.

Application Requirements

In order for the proposal to be accepted, it must be submitted at least 30 days before the scheduled leadership activity. The following list of items must be uploaded/provided in the proposal:

- Name of leadership program, training, or workshop
- A roster of all active members in the organization with their 900#s and preferred email addresses.
- Detailed description of the activity, date, time, and location
- At least 4, but no more than 8, specific learning outcomes associated with the training? What will students learn because of attending this leadership training. Which [CMEI goals](#) will the program or activity help achieve?
- Expected number of attendees, their respective organizations, and role in those organizations.
- Detailed logistics and action plan for the leadership training, workshop, or conference.
- Detailed budget of all the function expenses (preferably in an Excel document). Please be aware of AHEC [policies](#) and approved [vendors](#).
- Quotes/Estimates from all vendors or conference sites.
- List of benefits/learning outcomes attendees will experience from the function.
- Co-sponsorship letter

If the student organization's proposal is denied, the Funding Student Assistant will notify the organization and provide reasons for denial within 2 business days of the decision being made. The student organization may submit one revised proposal. There are no further appeals or revisions.

Allocation Scoring and Amounts

The maximum amount of funding that a student organization can receive for their CMLF events and programs is **\$800 per academic year**. Student organizations may have more than one request if their total expenses during the year are under the maximum allowable funding cap. For example, if an organization spends \$500 of their maximum amount, they may submit a proposal to spend up to \$300 during the same academic year.

The funding allocation is dependent on the score of the proposal. The SCOPF Committee may decide the following decision:

- Full Funding (100% of Requested Budget) – Proposal meets all expectations of the scoring rubric and receives a score between 6 and 8 points.
- Partial Funding (50% of Requested Budget) – Proposal meets most, but not all, expectations of the scoring rubric and receives a score between 4 and 6 points.
- No Funding (0% of Requested Budget) – Proposal does not meet the expectations of the scoring rubric and receives a score less than 4 points.

Deadlines for Club Member and Leadership Funding

Club Member and Leadership funding applications are accepted throughout the academic year, however, organizations must apply at least 30 days prior to their event. This ensures adequate time to complete the funding process and complete spending prior to the event. Student Organizations must finalize all expenses within 30 days of their event. . In some circumstances, an event must be rescheduled. Should your organization reschedule an event past the 30 days, the organization must receive approval from the SCOPF Team to roll forward their funding. This approval is at the discretion of the team and their decision is final. Any excess monies after the spending deadline will be returned to the CMEI SCOPF budget 30 days after the scheduled CMLF event/program.

SECTION FIVE: COMMUNITY BUILDING FUNDING

Funds are available to Registered Student Organizations (RSO) or Fraternities/ Sororities in good standing with the Center for Multicultural Engagement and Inclusion (CMEI) to support events and programs that build community among members.

- **Covered expenses include but are not limited to:**
 - Food and non-alcoholic beverages for General Club Meeting(s) – limited to two awards per year.
 - Admission to movie showings, athletic games/competitions, art showcases, and other group events.
 - Purchase of board games or supplies for activities
 - Transportation to and from community-building events
 - Event Promotional Materials
 - Expenses associated with hosting a community-building event either on or off campus.
 - Other expenses may be approved by the Associate Director of CMEI at their discretion.

- **Expenses NOT Covered:**
 - Expenses not included in application
 - Fundraising functions
 - Gifts and Gift Cards
 - Activities for a single person
 - Religious services or ceremonies
 - Activities for a single political candidate or issue
 - Donations to other student organizations. Co-sponsorship excluded (must include a co-sponsorship explanation letter).
 - Salaries or items for individuals
 - Stipends for student organization members or university employees.

Maximum Amount

The maximum amount of CBF for any given year shall **not exceed \$500**. Funds are granted to the student organization the student is affiliated with and not the individual student. Please note that approved funds will count against the \$3800 maximum for SCOFP funds during the academic year.

Application Requirements

In order for the proposal to be accepted, it must be submitted at least 30 days before the scheduled leadership activity. The following list of items must be uploaded/provided in the proposal:

- Name of the Community Building Activity
- A roster of all active members in the organization with their 900#s and preferred email addresses.
- Detailed description of the activity, date, time, and location
- Expected number of attendees, their respective organizations, and role in those organizations.
- Detailed budget of all the community building utilizing the Expense/Budget Template in RoadRunnerLink. Certain events must use AHEC approved [vendors](#).
- Quotes/Estimates from all vendors
- List of benefits/learning outcomes attendees will experience from the function.
- Co-sponsorship letter (if you will be co-sponsoring a community building event).

If the student organization's proposal is denied, the Funding Student Assistant will notify the organization and provide reasons for denial within 2 business days of the decision being made. The student organization may submit one revised proposal. Further proposals will not be considered.

Allocation Scoring and Amounts

The maximum amount of funding that a student organization can receive for their CMLF events and programs is **\$500 per academic year**. Student organizations may have more than one request if their total expenses during the year are under the maximum allowable funding cap. For example, if an organization spends \$300 of their maximum amount, they may submit a proposal to spend up to \$300 during the same Academic Year.

The funding allocation is dependent on the score of the proposal. The SCOFP Committee may decide the following decision:

- Full Funding (100% of Requested Budget) – Proposal meets all expectations of the scoring rubric and receives a score between 6 and 8 points.
- Partial Funding (50% of Requested Budget) – Proposal meets most, but not all, expectations of the scoring rubric and receives a score between 4 and 6 points.
- No Funding (0% of Requested Budget) – Proposal does not meet the expectations of the scoring rubric and receives a score less than 4 points.

Deadlines for Community Building Funding

Applications for CMLF are available throughout the academic year, however, student organizations must apply at least one month in advance to ensure that they receive funding in time and take into consideration the advanced purchase discounts. Student Organizations must complete spending 30 days of their proposed event date. In some circumstances, an event must be rescheduled. Should your organization reschedule an event past the 30 days, the organization must receive approval from the SCOPF Team to roll forward their funding. This approval is at the discretion of the team and their decision is final. Any excess monies after the spending deadline will be returned to the CMEI SCOPF budget 30 days after the scheduled CMLF event/program.

SECTION SIX: FINANCIAL INFORMATION

Accounts

Student organization bank accounts may be established on campus. Many student organizations currently have an on-campus account. If your organization would like to request an account, please [utilize](#) the form available in RoadrunnerLink.

There are several advantages to banking on campus. As a Registered Student Organization on campus, organizations are able to enjoy the same status as any other University department. This is a free service to the student organizations. The benefits include:

- Purchases are tax free.
- Access to University purchasing card (credit card) at no charge.
- Free “eMarket” setup for accepting online deposits.
- All merchant fees (fees for accepting a credit card) are paid by the University.
- The university tax identification number (TIN/EIN) applies to these accounts.
- No need to file sales tax returns because the University does it for you.
- Training from the Office of the Controller about sales tax and accounting processes.
- No need to issue 1099 forms to vendors hired and paid through the University because the University does it for you.
- No need to set up new signature cards each time an officer of the club changes, as is required by banks.
- Free reports summarizing account activity upon request.
- No fees and all services are free.

Financial Policies and Procedures

Student organizations must adhere to the purchasing/fiscal rules of the University and the polices/procedures within the CMEI. In general, this means that purchases must be legal, necessary, and reasonable. The allocation of funds must reasonably contribute to the fulfillment of the organization’s mission and be necessary for the organization to conduct its business. Student organization officers/members involved in purchasing and/or allocation or organizational funds should be prepared to articulate the necessity of any/all purchases in the event of an audit or otherwise upon request by the University and/or State of Colorado officials. Organizational purchases become the property of the organization, not individual members.

Certain categories of purchases may be subject to additional scrutiny. As such, organizations must seek approval from the staff in the Office of CMEI – Student Organizations prior to making the following types of purchases or allocating funds for the following:

- Explosives, fireworks, weapons, ammunition, or related;
- Medicine, medical equipment/supplies, or related;
- Lottery tickets, gambling, or related;
- Vehicles, aircraft, drones, or related;
- Subscriptions or other recurring services;
- Gift Card Purchases
- Technology purchases \$100 or over;
- Any purchase \$4,999 or over.

Also, please note that purchases of services from individuals, such as performances or other contracted services may require special consideration. Accordingly, student organizations must coordinate approval with the staff in the Office of CMEI – Student Organizations before making arrangements for such services.

Student organization funds may not be used to purchase alcohol and/or illicit drugs, including marijuana, under any circumstances.

Failure to adhere to the expectations above may result in loss of recognition of the organization and/or a referral to the student conduct process. Additionally, individual(s) involved in non-compliant purchases may be held responsible for the costs incurred with any non-compliant purchase.

Financial Conflict of Interest

Student organizations who make decisions that influence the financial actions of the organization must do so in accordance with the highest professional and ethical standards. To preserve the integrity and reputation of the organization, members and officers are expected to avoid giving an unfair advantage, or even the appearance of an unfair advantage, to any person or entity doing business with the organization. All organizations must be aware of and seek to avoid any situation where a member's personal interests conflict with the interests of the organization or its members, and where the organization's interests conflict with the purchasing interests of its members.

A potential conflict of interest exists whenever personal, professional, commercial, or financial interests or activities outside of the organization have the possibility (either in actuality or in appearance) of (1) compromising a member's judgment; (2) biasing the nature or direction of organization's goals; or (3) resulting in a personal or family member's gain or advancement at the expense of the organization. For the purposes of subsection (3), family members include spouse, domestic partners and dependents.

Members of student organizations shall not use their organization's funds for personal benefit or gain on activities that are unrelated to the organization's mission statement.

Purchases

Student organizations must be registered through the Office of CMEI – Student Organizations before initiating any type of purchase. All purchases must contribute to the mission growth of the organization. Spending must first be approved through the organization’s internal process. The organization’s internal process for spending approval can be found in the organization’s constitution. The organization’s advisor may not approve or influence spending on behalf of the organization. To make purchases, a student organization should use a corporate card. Corporate cards are the easiest and most convenient payment method. Student organizations may checkout a corporate card from the CMEI for student organizations to make purchases. Student organizations must have an on-campus account established with the University in order to use the corporate card. Other options for purchasing include check requests and ACH. The following sections will cover each form of purchasing to help you become aware of the process for each method.

- **CMEI – Student Organizations Corporate Card Checkout**
 - Only officers may checkout the Student Orgs Corporate card.
 - Complete the “[Corporate Card Checkout Request](#)” form on RoadrunnerLink.
 - Please allow 24-48 hours for your submission to be processed. You will receive a notification on RoadrunnerLink once your submission has been processed.
 - Pick up the card in Tivoli 305 at the date and time of your reservation.
 - Make your purchase(s) and save the original itemized receipt(s) for all purchases.
 - If making purchases for food or catering for an event, you must also attach a list of individuals who attended. This can be done through a sign-in sheet that can be scanned and emailed to orgfunding@msudenver.edu.
 - Gift card purchases approved and made using organization accounts must include a list of individuals who received the gift card and their 900#. Recipients of gift cards must be received by current MSU Denver students.
 - All purchases with the corporate card are eligible for MSU Denver’s tax-exempt status. The tax-exempt ID is located on the front of the card.
 - Return the card, receipts, and other supporting documentation to Tivoli 305 within 48 hours of check-out.
 - Failure to return the corporate card on time or provide an itemized receipt for all purchases may result in loss of privileges for future use.
 - Do not, under any circumstances email, text, or share the credit card number by electronic means, other than directly paying for an item at checkout. Once a credit card number is incorrectly shared, the card must be closed. Notify the Office of the Controller right away if this happens.

- **EMarket:** eMarket storefronts provide departments and student organizations with:
 - Secure, customizable online storefront.
 - Storefront with its own URL to sell only the items you choose.
 - Simple shopping environment with photos, descriptions and one click payment at checkout.
 - Your club eMarket account is set up to automatically add collected funds to your club account.

- 24/7 convenient access for your customers via a mobile-friendly eMarket website.

If you are interested in setting up an eMarket for your department or student organization, please email orgfunding@msudenver.edu for guidance.

Donations

A donation is a gift of money or goods, which is freely given without receiving anything in exchange. All financial donations must be deposited through the MSU Denver Foundation. The MSU Denver Foundation Inc. is a nonprofit, direct-support corporation. Its mission is to promote the development and general welfare of the University by receiving, investing and administering private support.

- Please use the [Deposit Transmittal Form](#) for all donation deposits.
- The “Foundation Account (*Banner Activity Code*)” for all student organization deposits is: CLUB01.
- Donors will receive a receipt in the mail for their donation once it is processed. The receipt will be processed by the MSU Denver Foundation.
- A 3% fee will be assessed for all donations. This fee is an administrative fee charged by the MSU Denver Foundation.

Speakers

To bring a speaker to campus or pay an individual for services, you must complete a New Vendor Packet so the vendor may be established in our financial system for payment. Organizations should work with the CMEI Budget Analyst to complete this process.

Contracts

Do NOT sign any contracts or agreements. The CMEI must approve all contracts and agreements. All contracts must be forwarded to the CMEI – to initiate approval from the Manager of Business and Contract Services at MSU Denver. Please allow at least 14 business days for a decision to be made.

Gifts/Prizes

You will need to provide the purpose for these purchases to the CMEI Distribution records must be kept, indicating the date of distribution, as well as the name of the recipient, their affiliation with MSU Denver, and their student ID number (if applicable) or SSN. The CMEI student organization team will also need to know the dollar value of the gift received by each recipient. Gifts and prizes can only be purchased using your organization's funds.

Gift cards

Gift cards are considered cash. Accounting Services will want to know the purpose for this purchase at the time of your request. Once purchased, gift cards must be locked up, like cash, until they are distributed. Distribution records must be kept, indicating the date of distribution, as well as the name of the recipient, their affiliation with MSU Denver, and their student ID number (if applicable). MSU Denver Accounting Services will also need to know the dollar value of the gift received by each recipient. Gift cards can only be purchased using your organization funds.

Fundraising

The need for registered student organizations to conduct fundraising activities to provide financial support for their organization is encouraged at MSU Denver. Fundraising activities are defined as the following: the selling of printed materials, student-produced goods, student-provided services, the selling of tickets, internet fundraising, charging admission to private or public activities or the soliciting of contributions, and the selling of other goods and services.

- **Financial Benefit:** The need for registered student organizations to conduct fundraising activities to provide financial support for their organization is encouraged at MSU Denver.
- **Fundraising Privileges:** Only registered student organizations who are in good standing with the CMEI may conduct fundraising activities on-campus.
- **Compliance:** The sponsoring organization assumes all responsibility for conducting a fundraising activity in compliance with the ordinances, written policies and regulations of MSU Denver and AHEC. In addition, the organization is responsible for knowing and abiding by all local, county, state and federal laws.
- **Hosting a Fundraiser:** Student organizations must follow the following procedures to host a fundraiser:
 - Reserve space, if the event is on-campus, with AHEC.
 - Submit the [Fundraising Request Form](#) on RoadrunnerLink five days prior to event for approval.
 - Print [MSU Denver Sales Tax License](#) (both Denver and Colorado) from the Tax Corner to display at fundraiser.
 - Record Sales on Deposit [Form](#). The sales tax deposit forms assist you with calculating sales tax on fundraising items. If you track the amounts and prices of the items you are selling on the first page of this form, the remaining boxes will be calculated for you.
 - Collect funds and submit sales tax deposit form to the Accounting Services Office in JSSB suite 320.
 - Transparency: Student organizations hosting fundraisers must be transparent to all parties involved about the use of any funds raised. Additionally, student organizations must use the funds according to their advertised purpose and must ultimately contribute to the mission of the organization. No portion of the proceeds of the fundraising campaign shall be for the private gain of any individual or company.
 - **Example:** A student organization wants to raise money to travel to a conference later in the semester. The student organization plans on creating an eMarket page to help raise funds for their travel. The student organization must be transparent by describing why they are raising money on the eMarket web page so potential donors know how their money will be used. The student organization is expected to use the funds raised from their campaign for their intended purpose (travel expenses to the conference). If the student organization fails to describe how the funds will be used and/or fails to use the funds according to their plan, then the student organization may face disciplinary action.

Crowdfunding for Student Organizations

Crowdfunding is a fundraising tool designed to fund a project or venture through raising smaller amounts of money from a large number of people through an online fundraising platform.

Crowdfunding is driven through **personal connections and outreach**. Student organizations are encouraged to submit a crowdfunding project proposal to MSU Denver's Annual Giving team to start a fundraising campaign for your organization.

- **Crowdfunding Projects**
 - Project must have a compelling story that is student-centric
 - Project needs to have an identified target audience
- **Student/Program Driven**
 - Projects are owned and driven by student leaders
 - Project leads are responsible for creating all project content (videos, description, etc.)
 - Annual Giving provides resources, support and strategic consultation throughout the lifecycle of the project
 - Projects last for 30 days
- **Marketing**
 - All project promotion is completed by project team.
 - Successful projects reach a broad audience through various mediums; email, social media, websites, etc.
 - Students are responsible for identifying 20-30 potential donors prior to project launch
 - Teams must submit marketing plan prior to project launch
- **Raising Money**
 - Annual Giving will help determine project goal amount based on potential donor base
 - Goals no larger than \$2,500
 - **Project success is 100% dependent on project team's involvement**
 - Average gift size is about \$50/donor.
 - Every student involved in the campaign is responsible for identifying prospects that they will solicit for a gift
- **Data & Logistics**
 - The MSU Denver Foundation charges a **3% processing fee** on all gifts that come in for your project.
 - Donors receive a tax receipt for their gift. If you are offering incentives, this could change the tax-deductible portion of the gift.
- **Submit a Project Idea**
 - Contact the MSU Denver Executive Director of Advancement Communications & Giving, to set up a meeting and discuss your project idea.
 - [Online](#)
 - View [past projects](#)

Raffles

There are stringent state laws regarding raffles. Because of this, raffles are not allowed on campus at this time. Anytime you sell “a chance at winning” anything, it is considered a raffle and it is subject to state regulations. You may not sell raffle tickets and you may not imply that a ticket purchase will give someone a chance at winning anything.

Promotional Items

Promotional items – including pens, water bottles and other imprinted merchandise – **must be ordered exclusively from Tivoli Station or from the vendors with University purchasing agreements**. Signage and awards (including banners, table drapes, awards and/or plaques) are not considered promotional items, and you may purchase these items from the vendor of your choice following the normal procurement process. Clothing also may be ordered from these promotional vendors, but MSU Denver does not restrict apparel purchases solely to these awarded vendors.

Promotional Product Vendors

These [vendors](#) offer clothing in addition to a wide variety of other promotional merchandise. The vendors may offer the same or similar merchandise, but pricing may vary; you are encouraged to compare pricing before placing your order. Set up purchase orders with these vendors before placing orders or use a procurement card. These vendors work directly with Marketing and Communications on the review and approval process for the products they offer.

Tax Guidance Procedures

- At the time of your sale, you must place a copy of MSU Denver’s Sales Tax Licenses for Colorado and the City and County of Denver in public view at the location of your sale. (If you are in a different city, you must provide a copy of the sales tax license issued by that city.) All of the necessary [licenses](#) can be found online.
- You must charge sales tax for any food, beverage, or goods you sell. There are different sales tax rates, depending on what you are selling and where you are selling. Please download a copy of the correct Sales Record [form](#) from under the “Denver Campus Forms” and use for your sale.
- An Excel copy of your sales record must be emailed to the University’s Tax Accountant at the end of your sale, or by the end of the month – whichever is sooner. Please attach your Sales Record Form to your deposit transmittal form. If you need help with your Sales Record forms or your deposit, please feel free to email orgfunding@msudenver.edu.
- Failure to follow these procedures may result in disciplinary action.

Taxability of Various Items for MSU Denver Student Clubs & Organizations in Colorado

Category	Exemption Status
Advertising Revenue	Exempt
Overpayment refund/reimbursement	Exempt
Donation <i>(Donor gives money/goods/service out of generosity, and nothing is given back to the donor in return.)</i>	Exempt
Donation <i>(In exchange for donation, baked goods or tangible personal property (see definition in step I) is given to donor. Sales tax shall be calculated based on the purchase price of the "given" goods.)</i>	Taxable
Fundraising <i>(Student Club does not sell anything at the fundraising event, And the fundraised money is given purely out of generosity.)</i>	Exempt
Fundraising <i>(Student Club sells baked goods, t-shirts, other types of tangible personal property at the fundraising event. Sales tax shall be calculated based on the price that Student Club paid for those goods.)</i>	Taxable
Ticket Sale (Admission Fees) <i>(No food or beverages is served at the event.)</i>	Exempt
Ticket Sale (Admission Fees) <i>(Ticket sale came with free items such as bottles, t-shirts, food, etc. Sales tax shall be calculated based on the purchase price of the said free items.)</i>	Taxable
Other Sale <i>(Sale of baked goods, t-shirts, lotion, books, regalia, and any other types of tangible personal property (see definition in step I.)</i>	Taxable

Deposits

Student Organization Sales/Use Tax Process and Procedures: Colorado imposes a sales tax on all retail sales of "tangible personal property," which is everything other than retail estate that can be touched or moved. Examples include computers, furniture, food, beverages, publications, t-shirts, books, pens, etc. The taxability of various transactions can vary. The mentioned reference is to help quickly answer your questions about what is and is not subject to the Colorado sales tax.

Student organizations must deposit all revenue from sales, membership dues, event admission, and all non-donation funds into their account (81# fund) via the Accounting Services office. This not only protects the organization from theft, but it also ensures that funds are not kept in an

account controlled by any one officer. Student organizations must provide a detailed explanation on the deposit form on how the funds were obtained.

A deposit form can be found on the Cashier's website. You may also stop by the Office of CMEI – Student Organizations to download, complete and print a deposit form for free.

Donations must be deposited through the MSU Denver Foundation (JSSB 410), and the following deposit [form](#) must be used. All donations must be deposited on the same day that they are received, or the next business day if received after regular business hours. Holding of donations or other revenue is not permitted.

- **Deposit Procedures for Donations/Gifts**
 - Complete the [Deposit Transmittal Form](#) on the MSU Denver Foundation website.
 - Indicate your student organization's full name at the top of the form.
 - Use "CLUB01" for the Foundation Account (Banner Activity Code).
 - Take one copy of the completed Deposit Transmittal Form along with the money (Cash or Check) to the MSU Denver Foundation (suite 410) in the Jordan Student Success Building.
 - Check-in at the front desk and tell them you are with a student organization and need to make a deposit into your student organization account. A representative from the MSU Denver Foundation will review and process your deposit.

- **Deposit Procedures for sales, membership dues, event admission, etc. (All non-donation deposits)**
 - Sales or exchange of goods or services Deposit Transmittal Form
 - Download the [Deposit Transmittal Form](#) from the Cashier's website:
 - Open the Deposit Transmittal Form by scrolling down and pressing the blue button ("Download Deposit Transmittal Form Here"). Fill out the deposit form (must be typed) and print two copies when completed. One copy goes to Accounting Services (JSSB 320) and the other copy goes to your organization's treasurer.
 - Take one copy of the completed Deposit Transmittal Form along with the money (Cash or Check) to the Accounting Services office (JSSB 320).
 - Check-in at the front desk and tell them you are with a student organization and need to make a deposit into your student organization account. A representative from Accounting Services will review and process your deposit.

Donations/Gifts

- All fundraisers that involve a donation or gift to the student organization must be processed through the MSU Denver Foundation.
- The following types of fundraisers must be processed through the MSU Denver Foundation:
 - Cash or Check Donation
 - Crowdfunding
 - Online donation with credit card
 - Colorado Rockies 50/50 Raffle

- The MSU Denver Foundation assesses a 3% administrative fee on all fundraising activities processed through the Foundation.
- **Tax Rates:**
 - State of Colorado tax rate: 4.00% as of January 1, 2019.
 - The City and County of Denver tax rate: 4.81%. The combined rate: 8.81%.
 - The City of Greenwood Village tax rate: 3.25%. The combined rate: 7.25%.
 - The City of Aurora tax rate: 3.75%, Adams County tax rate: 0.25%. The combined rate: 8.00%
 - Example: A student organization sells a t-shirt for \$25. The sales tax shall be calculated as follows:
Colorado: $\$25 \times 4.00\% = \1.00
Denver: $\$25 \times 4.81\% = \1.21
At the time of sale, the club should collect $\$25 + \$1.00 + \$1.21 = \27.21
- **Accounting Services Review Process:** For Accounting Services staff, the Sales/Use tax review process shall be done by the following party. In case of the first reviewer's absence, the next reviewer on the following list shall help to review the deposit(s).
 - Tax Compliance Accountant
 - Sr. Financial Reporting Officer
 - Associate Director
 - Controller
 - Office Manager
 - Student Employees

APPENDIX I: CAMPUS EVENT FUNDING (CEF) SCORING RUBRIC

Student Organization Name: _____ **Total Score:** _____/25

COMPLETED PROPOSAL (Maximum 2 Points)
SCORE: _____

1 Point – Poor	2 Points – Excellent
<ul style="list-style-type: none"> • Description is not clear, organized or engaging. • Answers are not complete (too few/many words, inappropriate). • Budget is not correctly added and detailed. • Missing documentation or inappropriate. • Poor communication with funding committee. 	<ul style="list-style-type: none"> • Description is clear, organized and engaging. • Answers are expressed clearly and completely. • Budget is correctly added, detailed, and comprehensive. • Includes all detailed documentation. • Great communication with funding committee.

Comments:

GOALS & PURPOSE OF FUNCTION (Maximum 10 Points)
SCORE: _____

0-2 Points – Poor	3-5 Points – Fair	6-8 Points – Good	9-10 Points – Excellent
<ul style="list-style-type: none"> • Unclear whether it fits, or does not fit MSU Denver & student org mission. • Is not open to all MSU Denver students. • Unclear tangible goals. 	<ul style="list-style-type: none"> • Fits either MSU Denver and student org mission but not both. • Is open to certain MSU Denver students. • Provides some benefit to students. • Some clear tangible goals. 	<ul style="list-style-type: none"> • Fits MSU Denver and student org mission but not clear. • Is open to a limited amount Of MSU Denver students. • Provides benefit to students. • Provides tangible goals. 	<ul style="list-style-type: none"> • Clearly fits into the MSU Denver and student org mission. • Is completely open to all MSU Denver Students. • Innovatively provides significant student benefit. • Provides tangible and clear goals.

Comments:

PROMOTION & ADVERTISING STRATEGY (Maximum 4 Points)

SCORE: _____

<p>0-1 Point – Poor</p> <ul style="list-style-type: none"> • Has a plan to advertise but to a very limited audience. 	<p>2 Points – Fair</p> <ul style="list-style-type: none"> • Has an idea of how to promote the function, but not a plan. • Not sure who to advertise to. • Has an idea of materials that can be used to promote function. 	<p>3 Points – Good</p> <ul style="list-style-type: none"> • Provides sufficient plan to promoting the function but may not have a timeline. Plans to advertise to everyone. • Provides a traditional promotional material. 	<p>4 Points – Excellent</p> <ul style="list-style-type: none"> • Provides a strategic and innovative plan for promoting the function that includes a timeline for advertising that includes all or most MSU Denver Students. • Provides eye-catching and original promotional materials.
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Comments:

FUNCTION MANAGEMENT (Maximum 5 points)

SCORE: _____

<p>0. Point – Fair</p> <ul style="list-style-type: none"> • Has an idea of how to execute function. • Only 1-2 members are involved in the execution of the function. • Has unclear expectations and duties for the management and execution of the function. 	<p>2-3 Points – Good</p> <ul style="list-style-type: none"> • Provides a sufficient plan for how function will be executed. • Has a sufficient amount of involvement in the execution and management of the function (2-3 members). • Has some duties or expectations for members involved in executing and managing the function. 	<p>4-5 Points – Excellent</p> <ul style="list-style-type: none"> • Provides a clear understanding of the event logistics and strategy for executing the function. • Has a solid group involved in the execution and management of the function (3-5 members). • Provides clear expectations and duties for members who will be involved in executing and managing the function.
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Comments:

BUDGET PROPOSAL (Maximum 2 Points)

SCORE: _____

1 Point – Poor	2 Points – Excellent
<ul style="list-style-type: none"> • Does not include most costs and is not itemized. • Is not comprehensible. • Not considerate of cost-effectiveness. • Carelessly allocates amounts of money (not very proportional). 	<ul style="list-style-type: none"> • Includes all the costs in an itemized budget. • Is appealing and comprehensible. • Very cost-effective. • Provides transparency and accuracy (no errors). • Proportionally allocated amounts.

Comments:

PRESENTATION (Maximum 2 Points)

SCORE: _____

1 Point – Poor	2 points – Excellent
<ul style="list-style-type: none"> • Time excessively <5 mins. Or >15 mins. • Poorly structured. • Presenter lacked organization, confidence, and professionalism. • Sole presenter as an officer of the org. • Did not adequately answer committee member questions. • Excessive typos and grammatical errors. 	<ul style="list-style-type: none"> • Time between 10-15 minutes. • Exceptionally or very well structured. • Presenters were very organized, confident, and professional using presentation only for visual support. • 2-3 presenters with 2+ being officers of the org. • Accurately answer committee member questions. • Minimal typos and grammatical errors.

Comments:

APPENDIX II: FUNDING PROGRAM SCORING RUBRICS

**RECRUITING & PROMOTIONAL FUNDING (RPF)
 CLUB MEMBER & LEADERSHIP FUNDING (CMLF)
 COMMUNITY BUILDING FUNDING (CBF)**

SCORING RUBRIC

Student Organization Name: _____ **Total Score:** _____/15

Applying for RPF, CMLF, or CBF?: _____

COMPLETED PROPOSAL (Maximum 2 Points)
SCORE: _____

<p>1 Point – Poor</p> <ul style="list-style-type: none"> • Description is not clear, organized or engaging. • Answers are not complete (too few/many words, inappropriate). • Budget is not correctly added and detailed. • Missing documentation or inappropriate. • Poor communication with funding committee. 	<p>2 Points – Excellent</p> <ul style="list-style-type: none"> • Description is clear, organized and engaging. • Answers are expressed clearly and completely. • Budget is correctly added, detailed, and comprehensive. • Includes all detailed documentation. • Great communication with Funding Manager.
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Comments:

GOALS & PURPOSE OF FUNCTION (Maximum 9 Points)
SCORE: _____

<p>0-2 Points – Poor</p> <ul style="list-style-type: none"> • Unclear whether it fits, or does not fit, MSU Denver & student org. mission. • Unclear tangible goals. 	<p>3-5 Points – Fair</p> <ul style="list-style-type: none"> • Fits either MSU Denver and student org. mission but not both. • Provides some benefit to students. • Some clear tangible goals. 	<p>6-8 Points – Good</p> <ul style="list-style-type: none"> • Fits MSU Denver and student org. mission but not clear. • Provides benefit to students. • Provides tangible goals. 	<p>9 Points – Excellent</p> <ul style="list-style-type: none"> • Clearly fits the mission of building a community. • Innovatively provides significant student benefit. • Provides tangible and clear goals.
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Comments:

STUDENT PARTICIPATION (Maximum 2 Points)

SCORE: _____

1 Point – Poor	2 Points – Excellent
<ul style="list-style-type: none"> • Little to no previous or current org. activities. • Established organizational goals for semester/year. • Some student involvement in item planning. 	<ul style="list-style-type: none"> • Good amount of previous or current org. activities. • Established organizational goals for semester/year. • Good amount of student involvement in item planning.

Comments:

BUDGET PROPOSAL (Maximum 2 Points)

SCORE: _____

1 Point – Poor	2 Points – Excellent
<ul style="list-style-type: none"> • Does not include most costs and is not itemized. • Is not comprehensible. • Not considerate of cost-effectiveness. • Carelessly allocates amounts of money (not very proportional). 	<ul style="list-style-type: none"> • Includes all the costs in an itemized budget. • Is appealing and comprehensible. • Very cost-effective. • Provides transparency and accuracy (no errors). • Proportionally allocated amounts.

Comments:
