

ORGANIZATION INFORMATION – Submit as a document to the OSL by November 8th 2010:

- Organization Name
- # of members (with breakdown of undergraduate, graduate/professional students, and non-students)
- Office location and contact information
- Principal financial contact person and contact information
- Advisor and contact information
- Year of organization establishment (if known)
- Total amount of SAF money received (from SG@UI Finance Committee, UISG (SABAC), or ECGPS (GPAC)) for each of the previous 3 years

OBJECTIVE QUALIFIERS – Organizations must be able to check “Yes” to each of the qualifiers to be considered further in the review process by the SG@UI Finance Committee. These criteria are objective and inflexible.

Yes	No	Qualifier
<input type="checkbox"/>	<input type="checkbox"/>	The requesting organization is currently recognized as an official UI Student Organization through the UISG/ECGPS, Academic Department, and/or the Office of Student Life.
<input type="checkbox"/>	<input type="checkbox"/>	The requesting organization has continuously been recognized as an official UI Student Organization and received student activity fee money from student government for the past three fiscal years.
<input type="checkbox"/>	<input type="checkbox"/>	The requesting organization organizes and provides far-reaching and University-wide events/programs/services throughout the academic year.
<input type="checkbox"/>	<input type="checkbox"/>	All events/programs/services are developed, offered, and advertised to all students, including undergraduate, graduate, and professional students.
<input type="checkbox"/>	<input type="checkbox"/>	Advertising for programs/events/services (print and/or electronic) is disseminated widely across the entire University.

SERVICE PROVIDER ORGANIZATION ACKNOWLEDGMENT – Select recognized UI Student Organizations provide direct professional services to students and/or employ Professional & Scientific (P&S) and/or Merit Staff to achieve their mission. Such organizations have a strong dependence upon the student activity to exist and continue to provide their services to students for low or no cost. Is your organization considered a “Service Provider Organization” based upon this description?

☐ Yes ☐ No

SUBJECTIVE INDICATORS – For the following questions, each member of the SG@UI Finance Committee shall independently assign a score based on the following rubric. We will provide the question and bulleted points for consideration, like in formal grant applications. The exact rubric is reserved for committee members and supervising faculty/staff only.

- 1) How do the events/programs/services from your organization align with the priorities of the University of Iowa? In what ways are you aligning your organization's mission with that of The University? How are your events/programs/services unique from others that are similar in focus?

Points the Committee will consider in your response:

- Is there a diversity/awareness component to your program/event/service?
- Is there a philanthropic aim to your program/event/service?
- How do you involve and/or collaborate the community within your program/event/service?
- How unique are your programs/events/services?
- How you blend achieving your own mission with that of The University.

- 2) How will your organization advertise events/programs/services? Please provide a short description including mention of the types of media used, locations targeted, and general methods of advertising your events/programs/services.

Points the Committee will consider in your response:

- If print advertising is used, where and how frequently is it posted?
- Are mass e-mails utilized (through ITS or through OSL)? What groups of students receive the e-mails?
- How up to date is your organization's website/OrgSync Page? Does it reflect all current and pertinent information for your upcoming events/programs/services?
- Are you advertising through a third-party source (i.e. IMU Marketing and Design, KRUI, UITV, Daily Iowan)?
- How far-reaching and University-wide are your organization's efforts?

- 3) Does your organization have paid employees? Please indicate if your organization requires/provides merit staff, professional/scientific staff, graduate assistant staff, student employees, or student leader/employees? Explain the necessity for such wages. How are the wages and employee performance evaluated?

Points the Committee will consider in your response:

- Balance between amount paid and hours or work expected (i.e. wage rate).
- Work expectations for paid positions.
- Review process and accountability for adhering/achieving work expectations.

- 4) Describe your organization's previous attempts, both successful and unsuccessful, in gaining additional funding and/or partnerships for your events/programs/services. For example, explain how frequently and to whom you've sought additional funding. Were you successful?

Points the Committee will consider in your response:

- Has your organization ever attempted to gain external sponsorship for your organization and/or program/event/service?
- Have you ever partnered with other agencies/organizations in an effort to collaborate?
- Have you tried to find other sources of funding beyond student government?

- 5) What is the mission of your organization and how does your organization serve and/or involve the students at the University of Iowa? Briefly describe how your events/programs/services align with your mission. You do not need to explain each event/program/service, but may highlight those most pertinent.

Points the Committee will consider in your response:

- Do you provide a clear mission/objective for your organization?
- Clear and concise pairing of expected event/program/service outcomes with mission.
- Far-reaching and University-wide pairing of mission and programs/events/services.

- 6) For events/programs/services your organization has had in the past and plan to have again in the future, explain how you intend to improve them. For example, state the event/program/service, its purpose, its success, what feedback was gained, and how you intend to improve the event. Describe two events/programs/services. You can discuss how your organization has made improvements/changes over a span of time as well.

Points the Committee will consider in your response:

- How has your organization collected and used evaluative feedback/data from your events/programs/services?

- Have you implemented, or plan to implement, tangible changes to address issues raised in the feedback?
- Is there an internal evaluation process in place for your organization and/or for its student leaders? How effective are they?

7) How long has your organization been in existence? Can you elaborate on your events/programs/services that have been more sustainable than others?

Points the Committee will consider in your response:

- Does your organization share event/program/service traditions within the University and Community?
- How have you managed to keep interest piqued and participation growing over changing climates?