



The Student Organization Administration & Review Committee

Core Areas

The Self-Report - 20 points possible

In order to receive an evaluation of “Exceeds Expectations”: (20 points)

- Include a full and detailed explanation of how the organization met its mission.
- Show transitionary processes which include both documents and a shadow period.
- Detailed examples of attempted member recruitment and retention strategies.
- Demonstrate that performed activities are appropriate to the organization’s mission, and go above and beyond in how they have impacted campus with specific examples given.
- Show greatest accomplishments/challenges, which are unique and clearly articulated.
- Explains how affiliates support organization (if applicable).
- Submitted on time.

In order to receive an evaluation of “Meets Expectations”: (15 points)

- Answer all questions appropriately.
- Include an explanation of how the organization met its mission, but lacks full detail.
- Show transitionary processes which include either uploaded transition documents or a shadow period.
- Indicate an appropriate level of member engagement opportunities for the mission category.
- Indicate an average level of member recruitment and retention strategies.
- Demonstrate that performed activities are appropriate to their mission with specific examples given.
- Show greatest accomplishments/challenges which are clearly articulated.
- Meets minimum member number for activity size.
- Submitted on time.

In order to receive an evaluation of “Meets Expectations with Provisions”: (10 points)

- Answer all questions, though some questions may not be fully answered or answers cannot be understood.
- Uploaded documents do not reflect a detailed transition plan.
- Indicate minimal member recruitment and little or no retention strategies.
- Demonstrate that performed activities are not aligned with mission or no specific examples are given.
- Show greatest accomplishments/challenges, but are not clear or specific.
- Has an affiliate, but does not include information in self-report.
- Failed to submit self-report on time.

In order to receive an evaluation of “Does Not Meet Expectations”: (0 points)

- Does not explain how the organization met its mission.
- Show that neither transition documents or a shadow period are incorporated into the transition process.
- Indicate the organization does not have at least 6 active members, or the minimum number of members indicated on the organization’s Resource Agreement.
- Indicate the organization has affiliates but there is no representation on the parent’s executive board.



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- Indicate no member recruitment and retention strategies.
- Demonstrate a lack of activities, general member meetings or no articulation of activities.
- Show greatest accomplishment/challenges but did not articulate a plan to overcome them.
- Failed to submit self-report on time.

Any active organization which fails to submit a self-report will receive a “Does Not Meet Expectations” for the self-report evaluation.

Activity Reflection Forms - 20 points possible

Only one activity reflection form should be submitted to summarize all general member meetings, rehearsals, or other ongoing semester long activities.

In order to receive an evaluation of “Exceeds Expectations”: (20 points)

- Demonstrates effective utilization of its past activity reflection forms, or plans to utilize in the future, to better the organization and improve upon its programming/campus impact.
- The number of activity reflection form(s) submitted through CCC is appropriate for the activities registered and the activity size of the organization.

In order to receive an evaluation of “Meets Expectations”: (15 points)

- The number of activity reflection form(s) submitted through CCC is appropriate for the activities registered and the activity size of the organization.
- Completed activity reflections demonstrate an analysis of assessed activities.

In order to receive an evaluation of “Meets Expectations with Provisions”: (10 points)

- Have completed activity reflection form(s), but did not adequately reflect on the activities being assessed.
- Number of activity reflection forms does not match the number of activities the organization held, or does not match the activity size of the organization.
- Have event reflections, but none for general interest/member meetings or rehearsals.

In order to receive an evaluation of “Does Not Meet Expectations”: (5 points)

- Does not have activity reflection forms for events mentioned in the self-report.
- No activity reflection forms are submitted.

Advisor Feedback - 20 points possible

Advisor Feedback is gathered independently by Wilson Commons Student Activities from the student organizations' Advisor, and is provided to the Administration & Review Committee. Every organization will be assigned an evaluation of “Exceeds Expectations” (20 points), “Meets Expectations” (15 points), “Meets Expectations with Provisions” (10 points), or “Does Not Meet Expectations” (0 points) by their Primary



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Advisor. Advisors are asked to take the following into consideration when providing feedback on an organization:

- How responsive is the organization when reached out to?
- Has the organization held any activities? Were any of those activities ones that could be considered outstanding?
- Has the organization had any problems with following policies? (i.e., Activity Registration, Shops @ WilCo, Reservations, Storage, etc.)

CCC Site Review - 15 points possible

- The organization's group cover photo on their group page is updated (not the default photo of Wilson Commons): 3 points
- The organization has a logo image uploaded: 3 points
- The organization's website does not have any placeholder text: 3 points
- The organization's tagline and primary website image are unique (not the provided image or text): 3 points
- All officers have a profile image: 3 points

Registration - 10 points possible

- The organization completed the annual registration by the priority deadline: 10 points
- The organization completed the annual registration by the late deadline: 5 points
- The organization did not complete the annual registration by the late deadline: 0 points

Fall Leadership Training - 15 points possible

- 2 or more officers of the organization successfully checked in to the Opening Session and the Advisor Session during Fall Leadership Training: 15 points
- 1 officer of the organization successfully checked in to the Opening Session and the Advisor Session during Fall Leadership Training: 10 points
- No officers of the organization successfully checked in to the Opening Session or the Advisor Session during Fall Leadership Training: 0 points

Additional Areas

These areas provide an organization bonus points or penalty points depending on the area.

Activities Fair Attendance

- The organization registered by the deadline for both the Spring (January) 2024 and Fall (August) 2024 Activities Fair: 6 points



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- The organization registered by the deadline either the Spring (January) 2024 or Fall (August) 2024 Activities Fair: 3 points

Medallion Program Workshop Co-Sponsorship

- The organization co-sponsored at least one Medallion Program workshop between January 2024 and December 2024: 5 points

ARC Violations

Organizations which have been issued violations by the Administration & Review Committee will have a negative score assigned based on the type of violation received.

- Administrative Warning: -5 points
- Administrative Probation: -10 points

SAAC Violations

Organizations which have been issued violations by the Students' Association Appropriations Committee will have a negative score assigned based on the type of violation received.

- Did not complete the Business Manager training during the Fall Leadership Training: -1 point
- Missing Receipt: -1 point
- Missing cash, late credit card return, or other related offenses: -3 points
- Repeated failure to adhere to SOFO policies and guidelines related to procurement (including all travel-related expenses, credit card purchases, etc.): -2 points

Overall Evaluation

The overall evaluation is based on the sum of the score achieved in every category under review.

<u>Final Score Total</u>	<u>Overall Evaluation</u>
0 points - 50 points:	Does Not Meet Expectations
51 points - 74 points:	Meets Expectations with Provisions
75 points - 94 points:	Meets Expectations
95 points and above:	Exceeds Expectations

Any organization which failed to submit a self-report on time will not be eligible to receive an "Exceeds Expectations" for the overall evaluation, regardless of the final score total.

Any organization which failed to submit a self-report will automatically receive a "Does Not Meet Expectations" for the overall evaluation, regardless of the final score total.



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Any organization which receives an evaluation of “Does Not Meet Expectations” in any one of the core areas, shall not be eligible to receive either “Exceeds Expectations” or “Meets Expectations” for the overall evaluation, regardless of the final score total.

Any organization who receives negative points for SAAC or ARC violations will not be eligible to receive an “Exceeds Expectations” for the overall evaluation, regardless of the final score.

The Students’ Association Appropriations Committee does take an organization’s overall evaluation into consideration during the budgeting process:

Exceeds Expectations	Group is allowed more liberties in both budgeting and exceptions per SAAC’s discretion. Groups are eligible for \$200 discretionary funds.
Meets Expectations	Group is budgeted along budgeting guidelines per SAAC’s discretion.
Meets Expectations with Provisions	<p>Greater scrutiny is placed on the organization’s budget. Increase in subsidy will generally not be allowed per SAAC’s discretion.</p> <p>If the group fails any of the below:</p> <ul style="list-style-type: none">● Failure of Activity Reflections - No increase, potential cut 1/4-1/2 of programming subsidy.● Failure of Advisor Feedback - No increase, potential cut 1/4-1/2 of programming subsidy.● Failure of Self-Report - If failure is due to membership count, SAAC will fund prior budgeting programs that have Activity Reflections.
Does Not Meet Expectations	\$100 GIM, no other subsidy.