



The Student Organization Administration & Review Committee

Main Core Areas

The Self-Report

In order to receive an evaluation of “Exceeds Expectations”:

- Include a full and detailed explanation of how the organization met its mission.
- Show transitional 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”:

- Answer all questions appropriately.
- Include an explanation of how the organization met its mission, but lacks full detail.
- Show transitional processes which include either documents (and upload the documents with the SOAR) 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”:

- Answer all questions, though some questions may not be fully answered or answers cannot be understood.
- Answer the officer transition question with “Other”, but does not include an explanation.
- 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”:

- 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.
- Indicate no member recruitment and retention strategies.



The Student Organization Administration & Review Committee

- 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 failed to submit a self-report will receive a “Does Not Meet Expectations” for the Self-Report evaluation.

Activity Reflection Forms

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”:

- 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”:

- 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”:

- 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”:

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

Advisor Feedback

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”, “Meets Expectations”, “Meets Expectations with Provisions”, or “Does Not Meet Expectations” by their Primary Advisor.



The Student Organization Administration & Review Committee

Main Core Areas Evaluation and Point Scheme

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.

Any organization which receives an evaluation of “Does Not Meet Expectations” in any one of the main 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 that failed to attend either the Fall Leadership Training Business Manager Session (or Makeup Business Manager Session) or ended the fiscal year with a negative balance, will not be eligible to receive an “Exceeds Expectations” for the overall evaluation, regardless of the final score.

Exceeds Expectations: 20 Points

Meets Expectations: 15 Points

Meets Expectations with Provisions: 10 Points

Does Not Meet Expectations: 0 Points

Additional Areas

CCC Site Review

- The organization’s name, mission, and officers are updated: 3 points
- The organization’s group cover photo on their group page is updated (not the default photo of Wilson Commons): 2 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): 2 points
- All officers have a profile image: 2 points

Registration

- The organization completed the annual registration on time: 10 points
- The organization completed the annual registration late: 5 points
- The organization did not complete the annual registration: 0 points



The Student Organization Administration & Review Committee

Fall Leadership Training

- The organization sent 2 or more officers to the Fall Leadership Training: 15 points
- The organization sent 1 officer to the Fall Leadership Training: 10 points
- The organization did not send any officers to the Fall Leadership Training: 0 points

Activities Fair Attendance

- The organization attended both the September 2021 and January 2021 Activities Fair: 6 points
- The organization attended either the September 2021 or January 2021 Activities Fair: 3 points
- The organization did not attend either Activities Fair: 0 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
- Administrative Suspension: -15 points
- Loss of Privileges: -8 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.

- Repeated failure to adhere to SOFO policies and guidelines related to procurement (including all travel-related expenses, credit card purchases, etc.): -3 points
- Failure to successfully complete Business Manager Training: -2 points
- Missing Receipt: -2 points



The Student Organization Administration & Review Committee

Overall Evaluation

The overall evaluation is based on the sum of the score achieved in every category under review. As noted above, certain evaluations or scores in a particular area may have an overarching effect on the overall evaluation. In general, the overall evaluation shall be assigned according to the below:

Final Score Total:	Overall Evaluation
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

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.