

Su Valley PTSA Funding Rubric

Criteria	Adequate – 1 pt.	Poor – 2 pt.	Average – 3 pt.	Good – 4 pt.	Excellent – 5 pt.	Score
Timeliness of request	Request submitted after event, program or travel has occurred.	Request submitted 1 week or less prior to event, program or travel.	Request submitted 2 weeks prior to event, program or travel.	Request submitted 3 weeks prior to event, program or travel.	Request submitted 4 weeks or more prior to event, program or travel.	
Frequency of Funding	Student organization, dept. or event has received funding from PTSA every year for more than the past 3 years.	Student organization, dept. or event has received funding from PTSA every year for the past 3 years.	Student organization, dept. or event has received funding from PTSA twice in the past 3 years.	Student organization, dept. or event has received funding from PTSA once in the past 3 years.	Student organization, dept. or event has not received funding from PTSA in more than three years.	
Quality of request	Request is missing more than one piece of information.	Request is missing one piece of information.	Request is complete, however, it is missing substantial information, is vague, or needs more information. Committee generated multiple questions and needs to follow up with requesting org.	Request is complete. Application is relatively thorough and enough information was included for the committee to discuss request without necessary follow-up.	Very thorough rationale. Request includes detailed budget, including amount raised for event, program or travel through fundraising activities. All documents are free of errors and written professionally.	
Benefit to Su Valley Students	The event, travel or request will directly impact 20 or fewer students.	The event, travel or request will directly impact 40 or fewer students.	The event, travel or request represents a collaboration among student organizations or across departments with the potential to significantly impact a large group of students (60 or more).	A significant su-population of Su Valley Jr./Sr. High School will benefit from this event. Examples include an event for the entire middle school or high school; an entire class (9 th grade), or dept.	The event, travel or program has the potential to impact the entire Su Valley student body. Examples include events open to the school community school traditions (ex. Spirit Week), etc.	
Educational Relevance	Request does not provide an educational experience.		Request is somewhat educational.		Request is clearly educational in nature.	
Student Support for the request	No supporting documentation provided about student support.		Minimal evidence of student support exists in rational, primarily from members of the requesting organization.		Rational for request clearly indicates a significant amount of student buy-in for the even, program or travel.	
TOTAL (30 pt. Maximum)						