

Guidelines for Budget Presentations and Allocation Funding

Sport Clubs will sign up for a 30-minute presentation during the first two weeks of April (April 6-10 & April 13-17). Presentations should be 15-20 minutes long, to allow for questions at the end. Sport Clubs must create a presentation and present to Elise, Kelly, and available SCA Members. What should be included in the presentation:

- **Basic Club Information**
 - Who is presenting
 - Number of members
 - Practices/games/tournaments
 - Success from past year
 - Challenges from past year
 - Goals
 - Fundraising/Community Service Efforts
 - Information on the sport
- **Finance Outlook**
 - Income
 - Expenses
 - Projections for next year
 - What would the money do for your club
 - Biggest priority for next year
- **Time for Questions**

On **September 1st**, Sport Clubs Officer teams will be notified of the amount of funding they have been awarded by the Sport Club Office. This money can be used to pay invoices, to purchase items through the University Purchase Card, or through the Texas State University Marketplace.

Rubric For Budget Presentations / Budget Allocations

	1-3	4-6	7-9	10
Budget Presentation/ Presentation Materials	The presentation is missing most or all the required information. Presenters are unorganized and unprepared. The presentation materials are bare and brief. A clear lack of effort. Falls very short of the 15-30 minute timeframe.	The presentation has most of the required information. Presenters are somewhat organized and prepared. The presentation materials are somewhat appealing. Some effort shown. Close to 15-30 minute timeframe.	The presentation has all the required information. Presenters are organized and prepared. The presentation materials are appealing. Effort clearly shown. Within 15-30 minute timeframe.	The presentation has all required information and additional useful information. The presenters are extremely organized and prepared. Presentation materials exceed expectations. Effort shown through the whole process. Stay within 15-30 minute timeframe.
Communication/ Completion of Forms/ Admin Duties	Sport clubs were difficult to impossible to communicate without throughout the year. Paperwork was almost never turned in on time or without multiple reminders. Deadlines were almost always missed. Officer team kept little to none accurate records about club information.	Sport clubs were somewhat difficult to communicate with at times and easily reachable at other times throughout the year. Paperwork was turned in on time more often than not, sometimes needed a reminder. Deadlines were met a majority of the time, sometimes needed a reminder. The officer team keeps mostly accurate records of the club.	Sport clubs were nearly always reachable and easy to communicate with throughout the year. Paperwork was turned in on time needed a reminder or two. Deadlines were met all the time, might have needed one reminder. Officers kept accurate records of the club.	Sport Clubs were always reachable and went out of their way to communicate throughout the year. Paperwork was always turned in on time. Deadlines were always met. Officers kept accurate records of the club.
Fundraising/ Community Service	Sport club did not complete one fundraiser or community service event.	Sport club completed one fundraiser or community service event.	Sport club completed two fundraisers or community service events.	Sport club completed three fundraisers or community service events.
Need for Funds / Use of Funds Requested	Sport club does not articulate what allocated funds would be used for. There is no benefit from the funds for the club or its members.	Sport club does not clearly articulate what allocated funds would be used for. There are some benefits from the funds for the club or its members.	Sport club clearly articulate what allocated funds would be used for. There are clear benefits from the funds for the club or its members.	Sport club clearly articulate what allocated funds would be used for. There are clear benefits from the funds for the club and its members.