## Student Group Services: Office Allocation Rubric

<table>
<thead>
<tr>
<th>Weight</th>
<th>Criteria</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>45%</strong></td>
<td>Office Purpose &amp; Use</td>
<td>- Use is in-line with SGS vision, and executed effectively</td>
<td>- Use is in line with SGS vision, but not as effective as it could be</td>
<td>- Use is not as effective as it could be</td>
<td>- Use is contrary to SGS Vision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Used mainly by any group members</td>
<td>- Used mainly by any executive members</td>
<td>- Used mainly for purposes we offer other options for (i.e. storage space, ticket sales, etc)</td>
<td>- Used mainly for personal benefit (like studying)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Office hours, or other student group functional purposes</td>
<td>- Office hours, or other student group functional purposes</td>
<td>- Intend to use office for 10-15 hours per week</td>
<td>- Intend to spend 0-5 hours per week in office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 16+ hours per week</td>
<td>- Good reasons why office would be beneficial for group</td>
<td>- Okay reasons why office would be beneficial for group</td>
<td>- Poor reasons why office would be beneficial for group</td>
</tr>
<tr>
<td><strong>35%</strong></td>
<td>Student Group Activity</td>
<td>- Very High Use/Very Effective</td>
<td>- Engaging group with quite a few members and activities</td>
<td>- Somewhat engaging group with moderate membership and activities</td>
<td>- Low engagement, few members and activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- High campus presence for multiple years</td>
<td>- High campus presence</td>
<td>- Moderate campus presence</td>
<td>- Does not impact general members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 30+ group members OR</td>
<td>- 20-30 group members OR</td>
<td>- 10-20 group members OR</td>
<td>- 0-10 group members OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 76%+ increase in active membership</td>
<td>- 51-75% increase in active membership</td>
<td>- 25-50% increase in active membership</td>
<td>- 0-25% increase in active membership</td>
</tr>
<tr>
<td><strong>20%</strong></td>
<td>Quality of Application</td>
<td>- Excellent attention to detail</td>
<td>- Good amount of detail provided</td>
<td>- Minimal detail provided</td>
<td>- Little-to-no detail provided</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All questions answered</td>
<td>- Almost all questions answered effectively</td>
<td>- Only some non-required questions answered</td>
<td>- Only the required questions answered</td>
</tr>
</tbody>
</table>
**Deductions**

To be removed from the total averaged and weighted score.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.50</td>
<td>Damage to Office</td>
</tr>
<tr>
<td>0.25</td>
<td>History of note meeting deadlines (Clubs Fair, Registration, Granting, past office allocations, etc)</td>
</tr>
<tr>
<td>0.10</td>
<td>Poor behaviour (to SGS or officemates)</td>
</tr>
</tbody>
</table>

(Updated March 15, 2018)