

PBC to Line Spring 2026 Club Checklist

Make sure to follow each step carefully. The due date for the submission form is **November 30th 2025, at 11:59 PM**. Failure to complete these tasks will either result in no budget for the Spring semester, and you will be left at a PBC Budget. If you have any questions, please email us at usg_clubsandorgs@stonybrook.edu.

❑ Make a copy and fill out the [Line Budget Application](#)

- Complete the application as thoroughly and accurately as possible. Make sure to include attendance and projected attendance for events.
- Once completed, download the application as a Microsoft Excel document. Rename the application as “[Insert Club Here]” (Ex: WormClub_Spring 2026).

❑ Prepare a Presentation

- You may input information in the presentation based on the rubric below. Make sure to introduce yourselves and the club, discuss GBMs and events budgets and their attendance, and justify the club’s requested budget.
- It is crucial to demonstrate a clear and financially responsible plan for allocating your requested budget. Significant emphasis is placed on the necessity and reasonable cost of the items you request. Include anything in your presentation that can help persuade us why your requested items are necessary for your club.
- Clubs will have 15 minutes to present and 10 minutes to answer questions. If your presentation runs over time, we may not get to ask all the necessary questions, which could cost you points!
- Please make sure to practice your presentation and keep it concise. While it is encouraged, we do not require you to dress up.
- Once completed, download the presentation as a Microsoft PowerPoint/Google Slides document. Rename the application as “[Insert Club Here]_Spring26” (Ex: WormClub_Spring26).

❑ Create/Attach Club Transition Documents

- The guide for transition documents can be found [here](#).
- Each e-board position should have a section dedicated to explaining their duties and responsibilities. **Lack of transition documents will automatically make the club ineligible for a Line.**
- Download the transition documents as a PDF document and attach them to the [application form](#)

❑ **Create Club Inventory List**

- Prepare a list of items that are considered your club's assets. This may include decorations, performance wear, sports equipment, technology, and other essential materials.

❑ **Complete the [submission form](#)**

- Attach the completed application, presentation, transition documents as well as other supplemental documents.

❑ **Check your email for a presentation time slot**

- After submitting your application, please keep an eye out for an email scheduling you to present your application.

Grading System

- 1) USG officials will review the line budget application to determine the budget for the Spring 2026 semester. Using the information provided during the presentation, they will allocate a justified and appropriate amount. Similar to budget grants and probationary budgets, assessments will be conducted on a per-section or per-item basis. We ensure that costs are reasonable and that the requested items are necessary.
- 2) Clubs will also be evaluated based on the rubric by the USG officials. The percentage breakdown for each section is as follows. This is subject to change.
 - Social Media - 5%
 - Recruitment - 10%
 - Hosted Club Activities - 20%
 - Club Activities budget amount - 10% (Budget proportional to attendance)
 - Budget vs Actuals/Spent - 35%
 - Transition Docs - 5%
 - Transition Process - 5%
 - Supplemental Drive - 5%
 - Election Process - 5%
- 3) Each category will be graded from 0 to 4 according to the rubric, and converted to a percentage. Which will then be used to determine an equitable allocation of budget to your club.
- 4) Budgets approved are subjected to change by the Treasury office based on the total Student Activity Fee budget amount.

As you can see, significant emphasis is placed on the necessity and reasonable cost of the items you request. Please be prepared to provide justification and evidence whenever possible for your budget allocations.

PLEASE NOTE THE RUBRIC IS TO BE USED AS A GUIDE.

Evaluate the club/org on matters regarding community outreach and engagement.

	Very Poor (0)	Poor (1)	Average/Fair (2)	Good (3)	Exemplar (4)
Social Media Presence	No social media accounts/ websites and has an account but no new posts.	Has social media handles but barely posts, doesn't have SAF disclaimer in any posts.	Has one social media handle with monthly posts, occasionally has SAF disclaimer in posts.	Has more than one social media handle with monthly posts.	Has more than one social media handle with regular and engaging posts, has SAF disclaimer in event related posts.
Recruitment	Made no attempt to recruit new members, and did not participate in the involvement fair.	No attempt to recruit new members other than involvement fair.	Attended involvement fair and/ or attempted to recruit new members through flyers/ posts at the beginning of the academic year.	Attended involvement fair and/ or attempted to recruit new members through flyers/ posts and recruitment events at the beginning of each semester.	Attended involvement fair and successfully recruited new members through flyers/ posts, and recruitment events/workshops both semesters.
Hosted Club Activities	Clubs hosted very few activities in regards to their budget and/or most of their events are closed.	Club hosted a sizable amount of activities in regards to their budget and/or a lot of events were closed.	Club hosted a sizable amount of activities regarding their budget and/or a few of the events were closed.	Club hosted a lot of activities in regards to their budget and a lot of them are open.	Clubs hosted an exemplary amount of activities regarding their budget. Most/all of their events were open.
Club Activities Attendance	Very low in regards to club	Very low but recurring	A fair number of members	A lot of members in	A lot of members in regards to the

	budget.	members based on the club budget. Cost of the event is higher than the average for Attendance.	with regards to club budget. Cost of the event is average for the Attendance.	regards to club budget but mostly recurring members. Cost of the event is low for the Attendance.	club budget and oftentimes it's also new members. Cost of the event is very low for the Attendance.
Club Activities Budgeted amount	Cost of most of the events are very high for the Attendance. >\$40/person	Cost of most of the events is higher than the average for Attendance. \$40-\$30/person	Cost of most of the events are around average for the Attendance. \$30-\$20/person	Cost of the event is lower than average for the Attendance. \$20-\$10/person	Cost of the event is very low compared to the average for the Attendance. <\$10/person.

- Social media includes websites, podcasts, YouTube, TikTok, Twitch, Instagram, Facebook, Twitter (X), Discord, and so on.
- The hosted activities depend on how much budget the club had. For example, if a club had \$600/year, and they held 10 GBMs and events (funded or unfunded), this would be exemplary behavior but if this was the case for a club with a budget of \$20,000/year, this would be average.
- Always check/ask for proof of attendance.
- Account for ticketed/revenue-generating events while looking at the Budget amount for events.

Evaluate the club/ org below on matters regarding the transition of power.

	Very Poor	Poor	Average/ Fair	Good	Exemplar
Transition Documents	No transition documents/ presents the Club constitution or just the bootcamp as the transition documents.	Transition document is less than 2 pages long/ barely includes any useful material.	Has transition documents with at least 3 of the following for core 4 positions: how to do club-specific work, list of contacts, event calendar, tips for next E-Board, roles of each e-board position, etc. Documents	Has transition documents with at least 4 of the following for all core 4 E-Board: how to do club-specific work, list of contacts, event calendar, tips for next E-Board, roles of each e-board position, etc. Documents are well	Has detailed transition documents with all of the following for all core 4 E-Board and extended E-Board: how to do club specific work, list of contacts, event calendar, tips for next E-Board, roles of each e-board position etc. Documents are well organized and of

			should also be of good quality (spelling, organization, etc.)	organized and of good quality.	good quality.
Transition Process	No transitioning process.	The club just provides a new e-board with transition materials and runs through the documents.	The club has at least one transition meeting, keeps in contact with the new e-board and provides transition docs.	The club has several transition meetings and keeps in contact with the new e-board and provides transition docs.	The club has a shadowing process/ a transition period where new E-Board train and learn the role of their position. Future e-board gets hands-on experience.
Supplementary Drive	No supplementary drives/Google folder.	Has some form of a drive, but barely any content in the drive	Has a drive with at least the transition documents and other resources for just this year.	Has a drive with transition documents, an event calendar, and several other club resources and notes for the last 2 years.	Has a drive with all of the documents mentioned previously for the past 3 or more years.
Election Process	E-board member chosen by coach/faculty/advisor; no student voting.	E-board members voted in by the current e-board only, with no competition or general student voting.	Core 4 e-board members voted in by club students and done in a democratic manner.	Core 4 E-board members are first screened by current e-board members, then voted in by students with candidates presenting a debate/speech beforehand.	Core 4 and extended e-board members are first screened by current E-boards through application/requirements, then voted in by students with candidates presenting a debate/speech beforehand.

- Do not confuse transition documents with the club's constitution. Transition documents refer to information on how to do club-specific work, a list of contacts, an event calendar, tips for the next e-board, etc. An exemplary transition document would be one where it would be enough for you to complete the tasks of any e-board/extended position of that club.
- Supplementary drive refers to any drive folders that are shared between the club/org e-board to hold transitional documents and any other resources.

- Always ask to open/show their supplemental drive or any other document.

Evaluate the club based on how they complete their mission statement, and organization, if they gave back to the campus community, and if their AY24-25 Budget Request is justified.

	Very Poor	Poor	Average/ Fair	Good	Exemplar
Organization/ Preparedness for Meeting	Present e-board members could not answer any of the questions. The application is filled out wrong. The club went over the time limit.	The club could not answer most of the questions. Noticeable errors on Budget Application.	Able to answer most questions and the presentation covers most of the information requested. The Budget Application is filled out correctly and no false information is presented.	Able to answer all questions. Presentation covers most of the information requested. Club is on time. Application is filled out correctly. No false information was presented. Are able to provide any proof on spot if requested	Able to answer all questions. The presentation covers all the information requested. Club stays on time and all applications are filled out correctly. No false information was presented. Presentation provides proofs for GBM/ Event attendance, etc.
Mission Statement	The club did not fulfill their mission statement at all.	The club somewhat fulfilled their mission statement, but most of their activities as a club were not related to their mission statement.	The club fulfilled their mission statement minimally. Hosted activities were catered around their club's mission statement and 50%+ of their money was spent towards fulfilling their mission statement.	Most of the club's efforts went towards fulfilling and embodying their mission statement. 75% of their funding fulfilled the mission statement.	The club went above and beyond to fulfill their mission statement and spent almost all of their funding related to their mission statement.
The current	The club utilized	The club utilized	The budget was	The club has	The club has

budget was well spent and given back to the campus community.	almost all of their budget on food, gifts, apparel etc.	most of their budget on food, gifts, apparel etc.	spent on a lot of events dedicated to enhancing student life.	spent or will spend at least 75% of their budget dedicated to enhancing student life.	spent/will spend their entire budget dedicated to enhancing student life.
AY24-25 Budget Request is justified.	The club is asking for an excessive increase in funds and has no clear plan for the funds that they are requesting.	The club is asking for an increase in budget without any clear indication for what the funds will be used for.	The club has some plans for what they intend to do with their increased/decreased budget and has partially justified the future costs.	The club has shown their next year's fiscal plans in detail and has provided adequate justification for their change in the budget.	The club has completely laid out their next year's budget and plans to host multiple on-campus events throughout the next year using the budget. The club justifies the need for their new budget using various means, such as projected attendance, etc.

- Please note that if the club states that an E-Board member could not be present due to conflict with availability or extenuating circumstances, they should not be penalized as long as they can answer all of the questions/have proof of material, etc.