

Hotel Management School Maastricht

Scoring sheet The Extra Mile Fund

From
Foundation HMSM

Date
01-10-2026

General criteria

- The activity contributes to the development of students' soft skills
- The content of the activity is not available within the curriculum.
- Maximum budget per student € 50,-

Scoring sheet The Extra Miles Fund

Scoring sheet 1-5

1 = Very weak / insufficient

2 = Weak / several concerns

3 = Adequate / meets minimum requirements

4 = Strong / well-developed

5 = Excellent / exceeds expectations

Organisation (30%)	Score
Clarity and feasibility of objectives Realistic and achievable within the proposed timeframe and budget	1 - 2 - 3 - 4 - 5
Structure and planning project plan, timeline, well-organised, logical sequence, realistic timing, defined roles and responsibilities	1 - 2 - 3 - 4 - 5
Financial planning and other funding Realistic budget, additional budget/co-funding (also in-kind support), ticket price versus costs per student	1 - 2 - 3 - 4 - 5
Promotion Communication plan for reaching the target group	1 - 2 - 3 - 4 - 5
Responsible event organization Sustainable choices, inclusivity measures, accessibility, safety.	1 - 2 - 3 - 4 - 5
Overall presentation and communication Clearly and professionally including structure, writing quality, completeness, and persuasiveness.	1 - 2 - 3 - 4 - 5
Preparation and execution	1 - 2 - 3 - 4 - 5

Well-prepared and competent execution plan demonstrating strong organisational skills, realistic planning, anticipation of challenges.	
Energy and involvement of the organizers Motivation to create a successful and impactful event for their fellow students	1 - 2 - 3 - 4 - 5

Content (40%)	Score
Development of soft skills Focus on development of soft skills: • Ways of thinking • Ways of working • Tools for working • Development of a global mind: understanding, connecting and contributing in a diverse world	1 - 2 - 3 - 4 - 5 1 - 2 - 3 - 4 - 5 1 - 2 - 3 - 4 - 5 1 - 2 - 3 - 4 - 5
Impact on student community Positive and meaningful benefit for students, with focus on development of soft skills	1 - 2 - 3 - 4 - 5
Innovation and uniqueness (original) Preference is given to new or one-off initiatives that would otherwise not take place	1 - 2 - 3 - 4 - 5
Valuable and attractive for students Appealing, engaging, relevant, inclusive, accessible	1 - 2 - 3 - 4 - 5

Impact of the activity or event (30%)	Score
Number of HMSM students participating The more HMSM students participate and benefit from the budget, the greater the impact	1 - 2 - 3 - 4 - 5
Accessibility & Inclusivity, of all students financial access, diverse target groups	1 - 2 - 3 - 4 - 5
Other ways in which the activity is already supported by HMSM (budget, location/host, staff-involvement) Transparency and explanation of this support like use of facilities, staff. More other support HMSM, lower score	1 - 2 - 3 - 4 - 5

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