

EVENT SPONSORSHIP PROPOSAL OVERVIEW

The purpose of the sponsoring relationship is to support the potential of student organizations from within University units, while strengthening the mission of the University. Faculty, staff, and students offer each other invaluable opportunities for interaction, learning, and development through a demonstrated commitment to common goals. Through student organization sponsorship the University provides units the opportunity to align with student organizations in order to actively contribute to the cultural, social, and academic life on campus, and further enhance student life at the University.

There are academic and operational units that may not have the capacity or desire to commit to a sponsoring relationship with a student organization for an entire academic year. However, many departments may want to sponsor an **event** of a student organization. This one-time event sponsorship is a positive way for units to show support for student organization activity, while allowing the student organization appropriate levels of autonomy and/ or artistic control. Sponsoring a student organization event is a statement of recognition by the University that the event is in some measure assisting the University in realizing its mission.

Student organizations that receive a proposal of event sponsorship from an academic or operational unit of the University should be aware of two things:

1. That the University views the organization, through its efforts in creating this event, as worthwhile and vital, and therefore commits itself to provide support for the event.
2. The event would be representative of the University, therefore, a higher level of accountability from the organization will be required, while recognizing the importance of the organization's self-direction and student leadership.

Academic or operational units that wish to sponsor a student organization event must be committed to the support of that event's mission and activities. Unit support may include, but is not limited to, any of the following forms: advising, financial, administrative, office and/or operational space.

If you have any questions about Sponsorship or Sponsored Student Organizations, please contact the Center for Campus Involvement.

2205 Michigan Union
530 S. State St.
Ann Arbor, MI 48109-1308
(734) 763-5900
campusinvolvement.umich.edu



EVENT SPONSORSHIP PROPOSAL

To be filled out by the petitioner (the Sponsoring Unit or the Student Organization).

Sponsoring Unit: _____

Student Organizations (as listed on Maize Pages)

The sponsoring unit is requested/offers to provide one or more of the following:

- U-M Space/Facility : _____
_____ (Room # or Location)

- Administrative Support

(e.g. access of office equipment, dedication of a percentage of staff member time, mailboxes, etc.)

Description of support: _____

_____ (Attach any relevant documents)

- Financial Support (direct allocation from the unit): \$ _____

- Additional Support (please describe here):

_____ (Attach any relevant documents)



EVENT SPONSORSHIP PROPOSAL (continued)

To be filled out by the petitioner (the Sponsoring Unit or the Student Organization).

Additional Provisions of Event Sponsorship:

- Sponsoring Unit may provide an advisor who will act as a liaison between the unit and the organization as well as a resource for the student organization.
 - Name of Advisor: _____ Position: _____
- The mission of the event should be aligned with both the Sponsoring Unit's mission and that of the University.
- The student organization(s) named in this agreement must be either Voluntary Student Organizations or Sponsored Student Organizations at the University of Michigan. Sponsoring units do not need to complete an *Event Sponsorship Agreement* with their own Sponsored Student Organizations, unless the event falls outside of that organization's sponsorship agreement.
- Both parties must agree to and carry out a negotiation meeting for this proposal. At the successful end of such a meeting both parties must sign a sponsorship agreement and retain a copy.
- Event sponsorship agreements expire at the end of the event, unless expressly stated otherwise.
- The unit or student organization may require that a statement of sponsorship be included on printed materials. Provisions like this should be expressly stated.
- The sponsorship agreement must contain the above provisions and have the signature of the sponsoring Executive Officer, Dean, or Director.
- Please attach any other documents pertinent to the sponsorship agreement.



EVENT SPONSORSHIP AGREEMENT

The Office/School of _____

agrees to sponsor _____ (name of event)

on _____ in partnership with the student organization(s) listed below.

(date of agreement)

Student Organizations (as listed on Maize Pages)

The sponsoring unit will provide:

SU / SO initials

___ | ___ A direct financial allocation in the amount of: \$ _____

___ | ___ The U-M space/facility is located: _____

___ | ___ The designated advisor for the student organization is: _____

___ | ___ The following support:

(if needed please continue on an attached sheet)

The event organizers:

___ | ___ Will ensure that the event's mission remains aligned with the missions of the University's and the sponsoring unit.

___ | ___ Agree to adhere to all University Policies in conducting the event

Both parties:

___ | ___ Understand and agree to the nature of negotiations associated with this agreement

___ | ___ This agreement will expire at the end of the event unless expressly stated otherwise in documents attached to this agreement.

___ | ___ Any additional documents or provisions should be attached to this agreement and should be initialed by all parties.

___ | ___ A copy of the agreement must be retained by each party.

Signature of Sponsor
(Executive Officer, Dean, Director, or his/her designee)

Signature of Student Organization Representative
(Authorized Signer)

Printed Name of Sponsor

Printed Name of Student Organization Representative

Date

Date