

Request for Co-Sponsorship

STUDENT UNIVERSITY PROGRAMMERS

Organization requesting co-sponsorship _____
Contact name _____
Phone number _____ E-mail _____
Event name _____
Event date _____ Date submitted _____

I. Proposal Format

- A typewritten description of the event, including: where the event will take place, when you would like to have the event, target audience, anticipated attendance, genre of any music that will be played, plans for publicity, etc.
- A typewritten, detailed budget indicating what the requested money will be used for, and what other organizations you are requesting funds from.

II. Criteria

- Groups who are interested in Co-Sponsorship with Student University Programmers should petition SUP in writing at least four (4) weeks prior to the event. All Co-Sponsorships must be submitted to the President of SUP.
- SUP reserves the right to deny Co-Sponsorship, which will be determined on a case-by-case basis by the SUP E-Board.
- SUP E-Board meetings are held weekly. A representative needs to be at an SUP E-Board meeting to discuss the upcoming event in order to be eligible for Co-Sponsorship. The SUP President will schedule which E-Board meeting a representative from the requesting organization will attend.
- In accordance with university policy, any outside person(s) performing at Rowan University for an event must have a One Million Dollar Liability Policy.
- To be qualified to receive money, the requesting organization must: **A.)** Provide a detailed outline for the event at hand. The outline must break down the estimated costs for each aspect of the event. This outline must be submitted to the President of SUP at the same time as the application. **B.)** Submit a copy of the organization's current budget and **C.)** Submit a list of any and all organizations from which Co-Sponsorship was being requested. Along with this list, a list of how much money is being requested from each organization is also required for review.
- SUP will not consider *any* Greek Organization for Co-Sponsorship unless the organization has first requested money from Greek Life. Proof of request must be submitted at time of application. SUP still reserves the right to deny Co-Sponsorship if circumstances arise.
- To receive money from SUP, the requesting organization must submit a copy of any and all bills to the Treasurer of SUP immediately following the co-sponsored event. Unless otherwise noted by the SUP E-Board, no bills will be paid without proof of invoice, nor will money be transferred before the co-sponsored event has occurred. **(Note: SUP will only transfer funds directly to the requesting organization, so please supply us with the account number of your organization at time of application).**
- SUP will only co-sponsor one (1) event per organization, per semester.
- SUP will give each requesting organization no more than \$500.00 per academic year, excluding technical fees.
- SUP will not co-sponsor any event that conflicts with an SUP event.
- SUP must be included in all forms of advertisement for the co-sponsored event. All forms of advertising are subject to approval by an SUP E-Board member; therefore, all forms of advertising must be approved at least two (2) weeks prior to the co-sponsored event.

PLEASE RETURN THIS FORM TO THE S.U.P. PRESIDENT IN STUDENT CENTER ROOM 117.
ANY QUESTIONS ON CONCERNS PLEASE CALL x4876