



**The University of Tulsa
Student Association**

Co-Sponsorship Guidelines

(These guidelines apply for all Student Activities Board registered organizations seeking any form of Co-Sponsorship from the Student Association)

Section I: Definition of Co-Sponsorship

Co-Sponsorship, as defined by the Student Association of The University of Tulsa, shall be the distribution of funds and/or services to an organization hosting an event that has either grown in size, scope or cost since the organization's initial allocation, or has been added to an organization's agenda after its allocation packet has been filed. Events not sponsored by University of Tulsa student organizations are not eligible for Co-Sponsorship.

Section II: General Co-Sponsorship Guidelines

1. All requests for Co-Sponsorship must be submitted at least two (2) weeks before the event for which funds are requested. Co-Sponsorship request forms shall be made available on the Student Association website. Co-Sponsorship requests that are not submitted at least two (2) weeks prior to the event date shall be considered at the discretion of the Co-Sponsorship Committee.
2. A hardcopy of the Co-Sponsorship request and a proposed total budget for the event must be submitted to the Student Association office. The Secretary of the Student Association shall confirm receipt of all Co-Sponsorship requests.
3. No retroactive funding for events shall occur.
4. Co-Sponsorship requests may include requests for funds, manpower and administrative help.
5. Any organization that requests Co-Sponsorship from the Student Association must credit the Student Association as a sponsor of the event. See Section III, Subsection 1.
6. The maximum amount of funding an organization may receive in Co-Sponsorships in one academic year shall be \$3,000.
7. An organization shall be limited to having two (2) events Co-Sponsored by the Student Association in one academic year.

8. Student Association shall not fund any items ineligible for Co-Sponsorship, as defined in Section IV, Subsection 2. Co-Sponsorship of an event shall not exceed fifty percent (50%) of the *total* proposed cost of the event.
9. Co-Sponsorship funds shall not be used for charitable events unless all revenue from the event is directly donated to charity.
10. All organizations that receive Co-Sponsorship funds must submit a written report to the Student Association, detailing the success of the event. All reports shall be archived by the Student Association Secretary.
11. All Co-Sponsored events shall be subject to auditing by the Student Association Treasurer, in order to ensure proper use of Student Association funds.

Section III: Expectations for Co-Sponsorship

1. The following are expectations of what an organization must contribute to an event in order to receive a given amount of Co-Sponsorship.
 - a. An organization obtaining Co-Sponsorship must include the Student Association logo on all printed publicity and promotional items for the Co-Sponsored event. Where a logo is not possible, the Student Association must be listed as a sponsor of the event. All publicity and promotional items shall be subject to approval by the Student Association prior to publication or printing.
 - b. Events obtaining Co-Sponsorship of more than twenty-five percent (25%) of the total cost of the event must post a banner provided by the Student Association or another large promotional item, as approved by the Student Association.
2. The Co-Sponsorship Committee reserves the right to add or waive stipulations to funding requests, including those not listed in these guidelines.

Section IV: Fundable Items

1. The following are examples of items that may be funded under Co-Sponsorship:
(This list is illustrative but not exhaustive.)
 - a. Food
 - b. Advertisement
 - c. Dinnerware
 - d. Security
 - e. Equipment Rental
 - f. Professional Service Rental
 - g. Guest Speakers
 - h. Guest Speaker Travel
 - i. Guest Speaker Lodging

2. Co-Sponsorship funds shall not be used by organizations for items that may be kept. These items include, but are not limited to, the following:
 - a. Office Supplies
 - b. Promotional Items not related to the Co-Sponsored event
 - c. Prizes and Giveaways
3. Co-Sponsorship funds shall not be used for the purchase of alcoholic beverages.
4. Co-Sponsorship funds shall not be used for events that take place off campus unless University-approved transportation is provided for all University of Tulsa students.
5. Co-Sponsorship funds shall only be approved for those aspects of an event that involve University of Tulsa students. Funding shall be awarded for the proportion of an event's attendees who attend the University; funding may not be awarded for attendees who are non-University of Tulsa students.

Section V: The Co-Sponsorship Committee

1. The Co-Sponsorship Committee shall be composed of the Executive Officers and any members so appointed by the Student Association President. The Student Association President shall serve as an ex-officio member.
2. The Co-Sponsorship Committee shall report all Co-Sponsorships to the Student Association Senate.
3. The Co-Sponsorship Committee reserves the right to penalize any organization that does not adhere to the provisions contained within these guidelines or any other stipulations determined at the time of approval. Penalties resulting from the improper use of Co-Sponsorship funds shall be suggested by the Student Association Treasurer, following an audit of the event, and shall be approved by the Co-Sponsorship Committee. Appeals of penalization shall be brought before the Judicial Council.
4. The Co-Sponsorship Committee shall retain the power to enact procedures necessary for the execution and enforcement of these Co-Sponsorship guidelines.

Section VI: Consideration of a Request

1. A request for Co-Sponsorship shall be reviewed and considered by the Co-Sponsorship Committee only after all required information has been submitted to the Committee.
2. The Co-Sponsorship Committee retains the right to seek additional information related to the specific request, the event or the organization in general.

3. An organizational representative must be present at the meeting during which a request is to be considered. Lacking an organizational representative, the request will be tabled until the next meeting of the Committee. If the organizational representative fails to attend this second meeting, the request shall be denied.
4. Discussion of Co-Sponsorship requests shall be conducted by the Co-Sponsorship Committee in the absence of all organizational representatives.
5. For passage of a Co-Sponsorship, it must receive more than one half of the vote. This vote shall be conducted in the absence of all organizational representatives.
6. The organizational representative shall be informed of the Co-Sponsorship Committee's decision regarding Co-Sponsorship before the adjournment of that Co-Sponsorship Committee meeting.