

Co-Sponsorship Funds for Student Group Activities

Instructions

To qualify for the limited Co-sponsorship funds, two or more student groups must be jointly and equally promoting an event as their own.

Procedure of Application: To apply for co-sponsorship funds from the SBA, please submit this form in advance of your **event** by at least fourteen calendar days via e-mail to [E-mail of designated person] with subject line: “SBA Co-Sponsorship Request”. The SBA Co-Sponsorship Committee will review your request and give you notification within seven days after you submit your application whether or not you have received co-sponsorship funds. Failure to answer questions submitted to you by the Co-Sponsorship Committee will result in a delay or reduction of funding.

Amounts of Funding Granted: Student groups funding large, on campus social events with five or more co-sponsoring groups are eligible for **\$100-\$150**. Student groups can be funded **\$75- \$100** for large, on-campus social events hosted in the LRC. Student groups can be funded **\$50- \$75** for student events that involve hosting an outside speaker and/or distinguished guest. For all other co-sponsored events, a group may be awarded **\$20-\$50**.

Type of Event	Eligible Amount
Large, on campus social events with five or more co-sponsoring groups	\$100-\$150
Large, on-campus social events hosted in the LRC	\$75- \$100
Hosting an outside speaker and/or distinguished guest	\$50- \$75
All other co-sponsored events	\$20-\$50

Funding Limitations: The SBA Budget Expenditure Guidelines (“Guidelines”) apply to the co-sponsorship funds. Co-sponsorship funds cannot be used for (1) purchase of prohibited items in the Guidelines, or (2) honorariums, speaker fees, or any form of compensation for a speaker. Student groups who use co-sponsorship funds in a prohibited manner will **not** be reimbursed. Gratuities must be included in the overall amount of the request. Exceeding the amount awarded will result in only a reimbursement for the amount awarded.

Co-Sponsorship Application

The **Honor Code** applies to this form. Students are expected to answer this form with the utmost honesty.

1. Names of Groups co-sponsoring the event:
2. Name of Event:
3. Date of Event:
4. Location of Event:
5. Number of Students Anticipated¹:
6. Amount Requested:
7. What is the purpose of the event and why should we give you extra funding?

8. What do you intend to purchase with the extra funding, and where?

9. Have you received other discretionary funding, either from Dean Klonoff or elsewhere in the school?

10. What efforts have you taken to fundraise² for this event? Please explain in detail.

¹ This can be based on previous year's numbers if a group has a fairly good idea of how many people will show up.

² Fundraising includes soliciting in-kind donations or monetary donations from businesses, foundations, organizations, or other entities outside the school. Fundraising must comply with the Lewis & Clark Career & Professional Development Center guidelines.