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## ASUNM Student Special Events Co-Sponsorship Policy, 2012-2013

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## Co-Sponsorship Policy 2012 - 2013

Student Special Events co-sponsorship funds are allotted specifically for event co-sponsorships with chartered student groups. The following policy and forms will help SSE determine need and how SSE may be most helpful to the student organization. **The following guidelines must be followed to receive co-sponsorship from SSE during the 2012-2013 academic year.**

1. Funding is based on an evaluation of the events service of the student community at UNM. The availability of funds is limited.
2. **SSE RESERVES THE RIGHT TO REFUSE CO-SPONSORSHIP TO ANY ORGANIZATION.** Filling out the co-sponsorship form does not guarantee your organization will receive funding from SSE.
3. **Proposals must be submitted directly to SSE** (Student Union Building Room 1064, University of New Mexico, Albuquerque, NM 87131) or The Student Activities Center (Student Union Building Room 1018, University of New Mexico, Albuquerque, NM 87131) with as much notice as possible. **AT LEAST 7 business days before the anticipated event. For multiple day events, 14 business days before the anticipated event is required.**
4. All proposals must include the SSE Co-Sponsorship Application and, if necessary, the SSE Event Budget form (if requesting financial assistance) completed and attached to this sheet.
5. SSE will review the co-sponsorship proposal and make a decision as a committee. **STUDENTS ARE REQUIRED TO SPEAK TO THE COMMITTEE at their weekly SSE meeting on Monday at 12:00 pm (Noon) in SUB room 1064.** The student organization will be notified of co-sponsorship status within one week after the proposal is submitted.
6. SSE's equipment may only be used on UNM property and operated by SSE employees. SSE will only fund events conducted on campus property.
7. If co-sponsorship is granted, SSE shall be made aware of any changes made to the original proposal.
8. **All materials used to promote the event** (i.e. fliers, tickets, radio announcements, press releases, etc.) **MUST CLEARLY CREDIT ASUNM Student Special Events as a co-sponsor.** The SSE logo may be obtained from the SSE website at [www.unm.edu/~sse](http://www.unm.edu/~sse) or by contacting our office.
9. If co-sponsorship is granted, SSE requests 5 free admissions to all co-sponsored events.
10. **Failure to comply with these guidelines may result in revocation of co-sponsorship funds/and/or loss of future consideration for co-sponsorships.**
11. **Any event deemed a fundraising event for an off-campus entity will be charged a minimum of \$50/HR because of the State of NM's anti-donation clause. The amount is payable to SSE before the event.**

Student Special Events does not discriminate on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

It is not recommended that a student organization use a SSE co-sponsorship as a sole resource in deciding whether to have an event.

As a representative of your organization, by signing below, you acknowledge that you have read, understand, and agree to the ASUNM Student Special Events Co-Sponsorship Policy outlined above. If you have any questions, comments or concerns, please contact Student Special Events at 277-5602.

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STUDENT ORGANIZATION

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STUDENT ORGANIZATION REPRESENTATIVE

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DATE



## Co-Sponsorship Application 2012 – 2013

### ▪ EVENT INFORMATION

PROPOSED EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ADMISSION FEE: \_\_\_\_\_

ANTICIPATED NUMBER IN ATTENDANCE: \_\_\_\_\_

FUNDRAISING EVENT\*\*\*? YES / NO GROUP RECEIVING FUNDS: \_\_\_\_\_

**\*\*\* (ANY GROUP DOING A FUNDRAISING EVENT FOR AN OFF-CAMPUS GROUP WILL BE CHARGED A MINIMUM OF \$50.00/HR FOR SOUND EQUIPMENT USE BECAUSE OF THE STATE OF NM'S ANTI-DONATION CLAUSE – PAYABLE TO SSE PRIOR TO SHOW)**

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MARKETING PLAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### ▪ REQUEST FOR FUNDING &/or EQUIPMENT

(\_\_\_\_) REQUESTING FUNDS (NOT TO EXCEED \$500) AMOUNT: \_\_\_\_\_

DESCRIPTION OF HOW THE FUNDS WOULD BE USED IN A FULL BUDGET SHOULD BE COMPLETED ON THE NEXT PAGE.

(\_\_\_\_) REQUESTING USE OF SSE EQUIPMENT. PLEASE MARK/NUMBER REQUESTED EQUIPMENT:

(\_\_ ) SOUND SYSTEM (\_\_\_\_) 10' X 10' TENTS (\_\_\_\_) 15' X 10" TENT (\_\_\_\_) 20' X 10' TENT

OTHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### ▪ EVENT CONTACT INFORMATION

NAME: \_\_\_\_\_

STUDENT ORGANIZATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Do not write below this line.

DATE SUBMITTED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

AMOUNT TO BE GRANTED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

SSE APPROVAL: \_\_\_\_\_



## Event Budget 2012 – 2013

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT ORGANIZATION: \_\_\_\_\_

PLEASE COMPLETE TO THE BEST OF YOUR KNOWLEDGE IF REQUESTING SSE FUNDS. IF YOU ARE ONLY REQUESTING USE OF EQUIPMENT, THIS FORM IS NOT NECESSARY.

<b>EXPENSE</b>	<b>ANTICIPATED COSTS</b>
<b>TALENT</b> Fee _____ Misc. _____ <div style="text-align: right;"><b>Sub-Total</b></div>	_____ _____ \$ _____
<b>ADVERTISING</b> Duplicating (flyers, posters, programs, etc.) _____ Newspaper _____ Radio _____ Postage _____ Misc. Promotions _____ <div style="text-align: right;"><b>Sub-Total</b></div>	_____ _____ _____ _____ \$ _____
<b>FACILITY AND EQUIPMENT</b> Space Rental _____ Equipment Rental _____ Sound and Lights _____ Room Set-up _____ Misc. _____ <div style="text-align: right;"><b>Sub-Total</b></div>	_____ _____ _____ _____ \$ _____
<b>STAFFING</b> Security _____ Clean Up _____ Electrician _____ Student Workers _____ Misc. _____ <div style="text-align: right;"><b>Sub-Total</b></div>	_____ _____ _____ _____ \$ _____
<b>OTHER</b> Catering/Food and Beverages _____ Hotel and Travel _____ Merchandise (T-Shirts, Bumper Stickers, etc.) _____ General Operating Supplies _____ Misc. _____ <div style="text-align: right;"><b>Sub-Total</b></div>	_____ _____ _____ _____ \$ _____
<b>TOTAL EXPENSE:</b>	\$ _____



**(Continued)**  
**2012 – 2013**

REVENUE	ANTICIPATED REVENUE
Ticket Sales Food and Beverages Merchandise Other _____ _____	_____ _____ _____ _____
<b>TOTAL REVENUE:</b>	\$ _____
<b>TOTAL REVENUE</b> <b>TOTAL EXPENSES</b>  <b>PROFIT</b> <b>(LOSS)</b>	\$ _____ \$ _____  \$ _____ (\$ _____)
<b>NOTES:</b>	