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ASUNM Student Special Events Co-Sponsorship Policy, 2011-2012

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36

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Co-Sponsorship Policy 2011 - 2012

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 2010-2011 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 4:00 pm 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 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 \$50.00 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.

STUDENT ORGANIZATION

STUDENT ORGANIZATION REPRESENTATIVE

DATE



Co-Sponsorship Application 2011 – 2012

▪ 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 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 (4) (____) 15' X 10" TENT (1) (____) 20' X 10' TENT (1)

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 2011 – 2012

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.

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



(Continued)
2011 – 2012

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