Event Co-Sponsorship Application Form

Campus organizations seeking financial co-sponsorship for a program or event should fill out this form.

In order to provide the best possible service to the Denison community, CLIC has developed the following policies and guidelines for organizations requesting program co-sponsorship with CLIC. The Campus Leadership & Involvement Center reserves the right to decline any co-sponsorship application.

Please note: Preference will be given to alcohol-free events taking place after 10 p.m. on Fridays & Saturdays.

FUNDING GUIDELINES & CRITERIA:

· The event is open to all currently enrolled Denison University students.

· The planned event does not specifically advocate a specific political and/or religious point of view (i.e. supporting a particular presidential candidate for speaking engagement).

· The event does not infringe on the policies stated in the Campus Organization Handbook, the Student Conduct Code, the social spaces procedures, or any other University document.

· The sponsoring organization does not request more than 1/2 of the total operating costs from Campus Leadership & Involvement Center for the event.

· The sponsoring organization is registered and in good standing with the University.

· All involved organizations successfully complete the application process (i.e. timely application, signed co-sponsorship application, event evaluation completed and returned to CLIC).

· Events that are used as a fundraising source for organizations or philanthropy projects are not eligible for co-sponsorship with the CLIC.

· The Campus Leadership & Involvement Center must be listed as a co-sponsor on all event advertising.

· A follow-up meeting to discuss and evaluate the event must take place, between the Director of Campus Leadership & Involvement and the primary sponsoring organization representative within two weeks of the event's completion. The purpose of this meeting is to review the program itself and to discuss the co-sponsorship effort. In order to be prepared for this meeting, the organization representative must have completed the Co-Sponsorship Event Evaluation Form prior to the meeting. Failure to fulfill this requirement may result in the organizations being ineligible for CLIC co-sponsorship funding for one academic year.

This form must be filled out in its entity and returned to the Campus Leadership & Involvement Center no later than 14 days prior to the event. Upon submitting this application and any copies of the event's preliminary advertising, the primary organization sponsoring the event must schedule to meet with the Director of Campus Leadership & Involvement Center to discuss the event and review the request.

· The event is open to all currently enrolled Denison University students.

· The planned event does not specifically advocate a specific political and/or religious point of view (i.e. supporting a particular presidential candidate for speaking engagement).

· The event does not infringe on the Student Activities Office's Theme Sensitivity Statement, Denison University Document on Harassment, the Student Conduct Code, the Denison University's BYOB Alcohol policy, or any other University document.

· The sponsoring organization does not request more than 1/3 of the total operating costs from Student Activities Office for the event.

· The sponsoring organization is registered and in good standing with the University.

· All involved organizations successfully complete the application process (i.e. timely application, signed co-sponsorship application, event evaluation completed and returned to SAO).

· Events that are used as a fundraising source for organizations or philanthropy projects are not eligible for co-sponsorship with the Student Activities Office.

· The Student Activities Office must be listed as a co-sponsor on all event advertising.

· A follow-up meeting to discuss and evaluate the event must take place, between the Student Activities Assistant Director for Programming and the primary sponsoring organization representative within two weeks of the event's completion. The purpose of this meeting is to review the program itself and to discuss the co-sponsorship effort. In order to be prepared for this meeting, the organization representative must have completed the Co-Sponsorship Event Evaluation Form prior to the meeting. Failure to fulfill this requirement may result in the organizations being ineligible for SAO co-sponsorship funding for one academic year.

Co-Sponsorship Required Information

Organization Name [Required]

Contact First Name [Required]

Contact Last Name [Required]

Event Title [Required]

Event Date [Required]
(mm/dd/yyyy)

Event Time [Required]

Event Location [Required]

Location Reservation Confirmed [Required]

[ ] Yes
[ ] No

Event & Budget Description

Description of Event [Required]

How will this event benefit the Denison campus community? [Required]

Total Projected Event Cost [Required]

Amount Requested from Campus Leadership & Involvement [Required]
(Reminder: CLIC will only cover up to 1/2 of total event cost)

File Upload (8MB max) [Required]
Please attach a detailed list of projected expenses.

Terms and Conditions Checkbox [Required]
I understand that I must schedule a preliminary meeting to meet with the Director of Campus Leadership & Involvement (Natalie Keller Pariano) to discuss my application after submitting it.
Valid input:
- Select only one choice.

[ ] I Agree