



Student Organization's Co-Sponsorship Contract

The information provided below constitutes a co-sponsorship agreement between the Campus Activities Board and Jefferson organizations listed for the program outlined below.

- This form must be completed no later than 3 weeks before the event.
- If your organization did not receive funding for this event from SGA Funding and you intend to use funding for this co-sponsorship, you must use your organization's funds or generated revenue.

Name of Sponsoring Groups

1. _____ 2. _____

General Program Information

Title of Program: _____

Purpose of Program: _____

Date of Program: _____ Time of Program: _____

Location of Program: _____

Name of group that holds the facility reservation: _____

Finance and Contract Information

Admission Charge (if necessary): _____

Organization #1

Organization #2

Account#/Location: _____

Account#/Location: _____

Treasurer Name: _____

Treasurer Name: _____

Treasurer e-mail: _____

Treasurer e-mail: _____

Expenses to be paid from this acct: _____

Expenses to be paid from this acct: _____

Fund Usage: _____

Fund Usage: _____

Receive proceeds? _____

Receive proceeds? _____

Sponsoring Organization #1 Will...
(Check all that apply)

Sponsoring Organization #2 Will...
Check all that apply)

X		DUE	X		DUE
	Give monetary support in the amount of \$			Give monetary support in the amount of \$	
	Number of volunteers for set-up:			Number of volunteers for set-up:	
	Number of volunteers for clean-up:			Number of volunteers for clean-up:	
	Required members to attend event:			Required members to attend event:	
	Create publicity and post on campus			Create publicity and post on campus	
	Be in charge of planning event			Be in charge of planning event	
	Other:			Other:	
	Other:			Other:	

Notes

Participating Organization Officers Sign Below

(signing below indicates your organization's commitment to the successful execution of this program)

By Student Organization 1:

By Student Organization 2:

By Name: _____

By Name: _____

Position _____

Position _____

(signature)

(signature)

Phone: _____

Phone: _____

Email: _____

Email: _____

Date: _____

Date: _____

Advisor Signature: _____

Advisor Signature: _____

Both sponsoring organizations agree to refrain from alcohol or drug use prior to and during the event.

Failure to follow through on the items agreed above may result in the loss of organizational privileges by the Office of Student Engagement and/or Student Government Association.

EACH CO-SPONSORING ORGANIZATION IS RESPONSIBLE FOR WORKING WITH THE ASSISTANT DIRECTOR OF STUDENT ENGAGEMENT FOR CAMPUS ACTIVITIES TO TRANSFER FUNDS INTO THE PRIMARY ORGANIZATION'S ACCOUNT ONCE CO-SPONSORSHIP AGREEMENT IS COMPLETED.

Please provide a copy of this completed form to all organization advisors.
Please be sure all participating organizations have a copy of the completed agreement as well. This form must be completed no later than 3 weeks before the event.