



VALDOSTA STATE UNIVERSITY

Division of Student Affairs

STUDENT GOVERNMENT ASSOCIATION

CO-SPONSORSHIP INFORMATION

Purpose

The purpose of the co-sponsorship process is to allow the Student Government Association to support registered student organizations and university departments through funding and/or partnership for events that promote cultural awareness, educational development, program visibility, and diverse community interaction and/or involvement for the students of Valdosta State University.

Sponsorship Guidelines

- Co-sponsorship request applications must be completed in its entirety and approved by the chartered student organizations President and Advisor(s) or university department chair before the requests can be processed. Providing ample details of the event's expenses and intentions greatly enhances the organization's chances of being approved.
- Co-sponsorship request applications should be turned in to the SGA Comptroller or delivered to the Vice President of Student Affairs/Dean of Students Office **at least four weeks prior to the event** date or date when the funds are needed, whichever date comes first. Late submissions will *not* be accepted without the approval of the SGA Comptroller.
- Co-sponsorship request applications will be reviewed and approved by the SGA Finance Committee and Executive Board prior to a formal presentation proposal before the Senate at a regularly scheduled meeting, which are held every Monday at 8:00 p.m. The organization will be notified of request application approval and scheduling on the Senate meeting agenda by the SGA Finance Committee chairman, Comptroller, or Secretary.
- The organization will be **required** to prepare a brief presentation, preferably with a handout or PowerPoint presentation, to the Senate requesting a motion for the approval of the amount of funds to be allocated. Partnerships with University department events presentation requirement before the Senate are subject to the discretion of the SGA Executive Board.
- Official notification of participation, funding, and sponsorship approval will subject by the majority (50%+1) vote of the Senate present after the co-sponsorship presentation before the SGA Senate. Additional follow up communication will be sent via e-mail by the SGA Comptroller.
- Co-sponsorship will be granted on the adherence to the purpose of the co-sponsorship program's purpose listed above.
- The following events will not be eligible for co-sponsorship through Student Government Association:
 - Events that are not open to or will benefit the entire student body.
 - Events involving services that other campus departments or offices already provide.
 - Events held off-campus.
 - Events involving services that violate the Student Code of Conduct, which can be found in the Student Handbook, student organization policies (alcohol, etc.), Student Activity Fee Allocation Committee policies, or Board of Regents policies.
- Student Government Association must be included in any and all advertisement for the event, including social media outlets.
- Organizations granted co-sponsorships for travel and/or conference registration must host an on-campus event upon their return to share the newly gained knowledge with the rest of the student body. A description and tentative date for this event must be included in the original co-sponsorship request application.



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- Valdosta State University Student Government Association is unable to co-sponsor events that require reimbursement.
- An itemized list should be included or attached with the co-sponsorship application.
- The maximum funding allocation is \$499.00.
- Valdosta State University is a tax-exempt institution and thus should not be charged any sales tax. The tax-ID form can be provided upon application approval and request.
- Valid invoices not received within the allocated time period set forth by the SGA Comptroller and/or Finance Committee Chairman will no longer be eligible for co-sponsorship.
- All questions or concerns in regards to the co-sponsorship process should be directed to the SGA Comptroller.
- The Student Government Association receives funds from the Student Activity Fee Allocation Committee per Board of Regents policy 7.3.2.1. The SGA has limited funds that have been allocated by the committee.

Frequently Asked Questions

Who can apply for co-sponsorship?

All registered student organizations or university departments. Registered status will be verified by the Office of Student Life.

Is there a cap for the amount requested?

Each request is reviewed and the amounts are allocated on a case-by-case basis. The monetary cap is \$499.00. However, if more funds are needed for the requested event, the requestor can set up a meeting with the SGA Comptroller and/or Finance Committee Chairman to propose the requested amount.

Are late applications accepted?

Late applications will not be accepted under any circumstances.

When will the organization know whether the requested was approved or denied?

You will be notified at the conclusion of the senate meeting that your organization presents at and an official email from the Comptroller within 5-7 business days acknowledging approval or denial of the request.

If a co-sponsorship request is denied, is there an appeals process?

Yes. If you would like to know why the request was denied and potential ways to strengthen the application, contact the SGA Comptroller. Participation in the appeals process does not guarantee funding; it only indicates that the request may be reconsidered.

What kind of events does the SGA sponsor?

SGA has sponsored numerous student organization and departmental events. While there is no specific type of event that can receive funding, the goal is to assist with events that have broad appeal to the student body at Valdosta State.

How do we receive the money?

Student organizations must contact the SGA Comptroller within three business days of notification of approval to schedule a meeting to discuss the purchases needed for the event.

*****Please keep a copy of your completed application on file*****



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Agreement

I certify that I have read and understand the guidelines stated on pages 1 and 2 regarding the SGA co-sponsorship process. I further acknowledge that failure to follow these guidelines set forth may result in forfeiture of the approved co-sponsorship funding.

Organization/Dpt Representative Printed Name

Organization/Dpt Representative Signature

Date

Organization President Printed Name

Organization President Signature

Date

Faculty Advisor/Department Head Printed Name

Faculty Advisor/Department Head Signature

Date

SGA Representative Printed Name

SGA Representative Signature

Date Received

Section I: Organization Contact Information

Student Organization or University Department Name

Point of Contact/Requestor

Requestor VSU Email Address

Requestor Position

Organization Website

Requestor Telephone Number

Organization Facebook Account Name

Organization Twitter Account Name

Other Social Media Reference

Section II: Organization Information

Organization's President or University Department Head Name

of members on Campus Connect

of active members

Number of year's organization has been registered/chartered

Organization Dues per member

Current Organization Budget

Did your organization receive funding from this year's student activity fee budget allocation committee? Yes No

Please describe the organization's target population for membership or department's target student population/group.



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Please describe the mission, purpose, and/or vision of the organization or department.

Please list any departmental or organizational achievements.

How has your department or organization been an asset to the student experience of Valdosta State University?



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Please indicate any community service or philanthropy initiatives your organization or department has, will, or participates in ongoing.

Section III: Event Information

Event Name

Event Date

Event Time

Event Location

Event Open to the Entire Study Body? Yes No

Cost of Student Admission: _____

Please provide a description and the expected attendance of the event below.



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Please describe the purpose or goals of the event.

Please indicate the target audience or participants in the event.

Please explain how the event will benefit the Valdosta State student body.



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Will any other organizations be involved? If so, please list the organizations and the amount the organization and/or department will be contributing. Please include outside agencies as well.

Please indicate which co-sponsorship purposes this organization event fulfills:

(↓ please check all that apply)

- Promotes cultural awareness
- Educational development
- Program visibility
- Diverse community interaction and/or involvement for the students of Valdosta State University

Please indicate the type of event or program:

(↓ please check ONE that encompasses the event's purpose)

- Education – activities that impart a specific knowledge upon the learner or serve to increase awareness about a given topic. The outcome of your event should focus on introducing students to new ideas, knowledge, information, and experiences in order to broaden their horizons in their student experience.
- Personal Development – a student's development and examination of their values, abilities, and individual skill sets. This involves developing strong interpersonal and communication skills. The outcome of your event should encourage students to formulate, encourage, and identify their own thoughts and goals while taking action and seeking positive results.
- Involvement – emphasizes civic engagement through a student's involvement in the community, on both the campus level and within the greater global community. Involvement encourages participation in campus activities, events, or organizations as well as involvement in service learning initiatives on campus and in the surrounding community. The outcome of your event should engage students with a sense of pride and respect in the VSU community and motivate them to help others.
- Recreation – Social activities designed to promote relaxation or entertainment. The outcome of your event should encompass an opportunity for students to discover positive and healthy ways to enjoy the on-campus and student life experience.
- Diversity – involves identifying and appreciating the variety of unique identities that enrich our world. This includes racial, social, and economic statuses as well as differences in gender, sexual orientation and ideologies. The outcome of your event should develop an appreciation, open discussion, experience, and understanding for different perspectives, cultures, and lifestyles within the VSU community.



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Section III: Funding and Event Support Request

Amount Requested: \$ _____. Please utilize the itemized list below or attach additional supplemental pages to the packet to account for the total amount requested. Please provide documentation to support your requests.

This event will not require funding from SGA; however, our organization or department is requesting support in the following non-funding efforts (advertisement, field ground team, etc.):

(Organizations requiring funding can utilize this space as well to request additional support mechanisms not listed on previous pages)

Itemized Funding Supply List

Item Description	Unit Price	Quantity	Total Price	Vendor/Purchasing Location