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Executive Sponsorship Policy

Preamble

The USSU sponsors activities coordinated and produced by or for students. College societies, student groups, individuals or departments of the University are the primary, but not necessarily the only, organizers of events eligible for executive sponsorship.

2. **Definitions:**

Individuals - members of the USSU.

Campus Groups – any ratified undergraduate student organization, including College Societies, Constituency Groups, and Campus Clubs.

College Society or Constituency Group – a ratified undergraduate student organization that is the official student body representative of an academic College, Constituency Group, or School at the University of Saskatchewan as listed in the USSU Bylaw, Article 21.

Campus Club - a ratified student organization that represents a particular interest among the members of the USSU. College Societies, as outlined above do not qualify as Campus Clubs.

U of S Departments – any unit/department that is a component of the University's structure, whose members are employees of the University of Saskatchewan.

3. **Sponsorship Criteria**

3.1 Sponsorship requests will be evaluated using, but not limited to, the following criteria:

- i. whether the intent of the funding request fits within the mandate of the club/group/unit;
- ii. how the funds would contribute to the success of the group's event, project, or conference;
- iii. how the general student body would benefit from the event, project, or conference;
- iv. how much external fundraising the applicant has done.

- 3.2 The USSU will not grant funds for:
 - i. external charity events;
 - ii. the cost of alcohol served at any event;
 - iii. the day-to-day administrative costs of the organization;
 - iv. graduations and year end banquets
 - v. travel
- 3.3 The Applicant must not owe any outstanding debt to the USSU.
- 3.4 The Applicant must submit their request to the USSU at least ten business days prior to the date of the event. Incomplete or late submissions will not be reviewed.
- 3.5 All decisions are made at the discretion of the Executive Committee.

4. Eligibility for Funding

- 4.1 The maximum amount in Executive Sponsorship to be granted by the USSU is five hundred (\$500.00) per group per academic year. Applicants may apply up to once per term for USSU sponsorship, up to the total maximum yearly amount.
- 4.2 Only activities and events coordinated for and/or by undergraduate students are eligible for USSU sponsorship.
- 4.3 A complete budget and proposal must be prepared and delivered with the funding request.

5. Sponsorship Expectations

- 5.1 Any funds granted must be used as outlined in the sponsorship proposal and budget and receipts must be provided to the VP Operations and Finance.
- 5.2. Any use of the USSU name and logo must be approved by the USSU Communications and Marketing Manager.
- 5.3 Applicants that are granted sponsorship by the USSU must list the USSU as a co-sponsor at their event. This must be discussed with the VP Operations & Finance prior to the event.
- 5.4 Applicants are encouraged to seek as much external funding as possible. There are limited funds each year from USSU Executive Sponsorship.
- 5.5 Applicants are encouraged to request sponsorship in the form of a credit from USSU services or operations. (ie. XL Print and Design, Louis', Louis' Loft).

6. Appeals

- 6.1 In the event that the Executive Committee does not grant funding to an applicant, the applicant may request an appeal before the Executive Committee, wherein the applicant must appear before the Committee and provide further explanation regarding the application. The Executive Committee has the right to grant or deny the appeal.
- 6.2 The appeal must be made within five (5) business days of the notification of refusal for sponsorship.

Contact Information: Vice-President Operations and Finance 966-6967			
Policy Authority: Executive Committee			
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Amended	Executive Committee	04/29/02	EXEC78
Amended	Executive Committee	08/11/08	EXEC30
Amended	Executive Committee	07/06/10	EXEC21
Amended	Executive Committee	06/21/11	EXEC10
Amended	Executive Committee	07/31/14	EXEC09
Amended	Executive Committee	02/27/17	EXEC72