



<b>Policy Name:</b>	<b>Executive Sponsorship Policy</b>		
<b>Category:</b>	<b>Executive</b>	<b>Policy #</b>	<b>EXEC-6</b>

## 1. Preamble

The USSU sponsors activities coordinated and produced by or for undergraduate students. Constituency groups, campus 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 USSU-ratified undergraduate student organization, including Constituency Groups, Campus Clubs, Sporting Clubs, and Cultural Clubs.

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

**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 Availability

- 3.1. Executive Sponsorship funding is limited, and applicants are encouraged to seek external sponsorship and fundraising opportunities.
- 3.2. Campus Groups should first seek other USSU grants as outlined in CG-4, Campus Groups Grants Policy. They should also seek sponsorship from the Sustainability and Anti-Oppression and Anti-Racism funds when applicable.

#### **4. Sponsorship Criteria**

- 4.1. Sponsorship requests will be evaluated using, but not limited to, the following criteria:
  - Whether the intent of the funding request fits within the mandate of the club/group/unit;
  - How the funds would contribute to the success of the group's event, project, or conference;
  - How the general student body would benefit from the event, project, or conference;
  - How much external fundraising the applicant has done.
- 4.2. The USSU will not grant funds for the following:
  - External charity events or fundraising initiatives hosted by the applicant;
  - The cost of alcohol served at an event;
  - The day-to-day administrative costs of the organization;
  - Graduations and year-end banquets;
  - Travel, including travel to and from an event.
- 4.3. The applicant must not owe any outstanding debt to the USSU.
- 4.4. 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.
- 4.5. All decisions are made at the sole discretion of the Executive Committee.

#### **5. Eligibility for Funding**

- 5.1. 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.
- 5.2. All off-campus events and events including alcohol must meet insurance requirements outlined in CG-3, Campus Groups Insurance Policy. Events may not receive sponsorship until insurance has been approved. Insurance must be secured prior to the event.
- 5.3. Only activities and events coordinated for and/or by undergraduate students are eligible for USSU sponsorship.
- 5.4. A complete budget and proposal must be prepared and delivered with the funding request.

## 6. Sponsorship Expectations

- 6.1. 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 according to the provisions of section 6.1.
- 6.2. Applicants who are granted sponsorship must list the USSU as a co-sponsor at their event. This must be discussed with the VP Operations & Finance before the event.
- 6.3. The USSU Communications and Marketing Manager must approve any use of the USSU name and logo.
- 6.4. Applicants are encouraged to seek as much external funding as possible. There are limited funds each year from USSU Executive Sponsorship.
- 6.5. Applicants are encouraged to request sponsorship in the form of a credit from USSU services or operations. (ie. XL Print and Design, Louis', or Louis' Loft).

## 7. Terms and Conditions of Sponsorship

### *7.1 Obligations of the Applicant*

- Funding must be used for the project or initiative specified in the Funding Approval Letter and must correspond to the expenses outlined in the funding application. The group agrees to use the funding for purchases before the **funding expiry listed in the Funding Approval Letter**. Purchases made beyond the expiry date will result in the forfeiture of funding;
- The applicant must agree to credit the USSU as a sponsor in all advertising and sponsorship acknowledgements;
- The applicant agrees to prepare a funding report using the templates provided;
- The applicant agrees to submit all relevant receipts, invoices, and proof of payment **within 21 days after the project or initiative, and absolutely no later than April 30th**. Failure to submit adequate documentation will result in forfeiture of funding.

### *7.2 Obligations of the USSU*

- The USSU agrees to provide products and services through its businesses and operations in accordance with the terms of the sponsorship agreement;
- The USSU agrees to review all reported expenses and provide reimbursement for all eligible expenses.

## 8. Appeals

- 8.1. If the Executive Committee does not grant funding to an applicant, the applicant may request an appeal before the Executive Committee.
- 8.2. When making an appeal, the applicant must appear before the Committee and provide further explanation regarding the application.
- 8.3. The Executive Committee has the right to grant or deny appeals.
- 8.4. Any appeal must be made within five (5) business days of the notification of refusal for sponsorship.

<b>Contact Information:</b>	Vice-President Operations & Finance: (306) 966-6971		
<b>Policy Authority:</b>	Executive Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Approvals</b>	<b>Motion</b>
Created/Adopted	Executive Committee	04/29/2002	EXEC78
Amended	Executive Committee	08/11/2008	EXEC30
Amended	Executive Committee	07/06/2010	EXEC21
Amended	Executive Committee	06/21/2011	EXEC10
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	02/27/2017	EXEC72
Amended	Executive Committee	09/15/2025	EXEC054