

Definition of Co-Sponsorship

Co-Sponsorship is an agreement between two or more groups to provide non-monetary and monetary (if necessary) contributions to an event or program. These groups work together to meet unified goals and/or objectives through campus programming.

ASAC's Role and Duty:

The Augsburg Student Activity Council is recognized as the major programming board. This entails facilitating collaboration (through co-sponsorship) with the campus and greater community. It is our duty to act as a channel and resource to all groups interested in student programming.

Co-Sponsorship Guidelines:

We recognize that there are varying levels of experience with student programming/events. We want programs to be successful, while at the same time be properly organized, coordinated, and executed. These guidelines have been established to ensure that we can be an effective and useful resource:

- **Proposal Process.** Any group looking to open co-sponsorship dialog must write and present a proposal at an ASAC Executive Board meeting. The proposal should contain as much information as possible (budget, time-line, program details, promotion ideas, etc...). ASAC will then vote whether to accept or deny the proposal. If we do not accept, reasoning and further direction for improving the program/proposal will be provided. Rejected proposals may be resubmitted for evaluation at a later meeting. ASAC is in no way obligated to accept any/all proposals.
- **Timeframe and Advance Notice.** In order to make sure that the program can be well planned and thought through, we recommend proposing co-sponsorship 1 (one) month in advance. Any proposals inside the 1 (one) month recommendation will be accepted on a situational basis only.
- **Collaborative Communication.** When groups work together, it is crucial to establish an open line of communication and keep all parties updated and involved. Final details for a program (date, time, location, and what) need to be established and shared with ASAC 10 (ten) days before the event. If this is not met, ASAC will no longer be obligated to provide support, monetary and/or non-monetary contributions, or any other services.

Proposal Tips & Suggestions:

Here are some tips and suggestions for when presenting a proposal. The more information you can provide us, the better we'll understand what you plan to do. When presenting to the board:

- Provide some kind of handout that board members can keep. (Print 8 copies.)
- Outline the following areas in detail:
 - Information about the event/program. Include the goals/mission of the event, purpose, date/time, and all the core details.
 - Identify the components of the program you will be handling.
 - Outline ASAC's involvement (what you want us to handle or need help with).