

## Student Group Sponsorship Approval Request Form

Sponsorship is defined as any contribution, monetary or gifts in kind (food, beverages, equipment, etc.) to a student group for the purposes of enhancing a specific program, event, or supplies. Sponsorship allows the student groups the chance to seek additional funding opportunities from community partners and other entities interested in enhancing student programming. In order for a sponsorship to be considered, the aims and goals must be clearly set out prior to the commencement of the program and the activity must be reviewed against the values of the university

The framework provided is intended to both assist applicants applying for sponsorship and provide criteria for the University in assessing these applications. Please complete and submit this form to the Student Affairs Business Manager prior to soliciting or accepting a sponsorship from any individual or entity outside UNCG. The Student Affairs Development Director must approve all sponsorships greater than \$5000.

### Student Group Requesting Sponsorship

Name	
Student Group	
Email	
Phone	
Date Form Submitted	

### Sponsoring Company/Entity

Company/Entity Name	
Individual Representative	
Email Address	
Phone	

<input type="checkbox"/> Cash Donation in the Amount of (\$):	
<input type="checkbox"/> In-Kind Donation. Description:	Approximate Value (\$):
<input type="checkbox"/> Other Donation. Description:	Approximate Value (\$):
<input type="checkbox"/> Volunteers:	

\_\_\_\_\_ Student Group

\_\_\_\_\_ Advisor

\*\*\*\*\*Below this box for office use only\*\*\*\*\*

\_\_\_\_ Approved  
 \_\_\_\_ Denied

\_\_\_\_\_ Business Officer or Student Affairs Development

Reason denied:
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Once this form is approved the Student Group will have to meet with the Sponsor to complete Part 2. The student group must see the CAB staff advisor for Part 2.

## **Student Group Sponsorship Approval Request Form – Part 2**

The Assistant Director for Club Sports will contact the Student Group to let them know the status of the Student Group Sponsorship Approval Request Form. If the form is approved the Student Group will have to meet with the sponsor to answer the questions below.

Detailed description of how these sponsorship dollars or donations will be used by the student group:

Detailed description of what the company/entity requests in return for the funding (if a contract is involved please indicate)

Detail any potential conflicts with other UNCG sponsorships, departments, or student groups. Have you received approval to move forward with this sponsorship?

**The student group and the sponsor will each have to check off all of the items below that apply to the sponsorship that they agree to. Please put a check mark next to each item.**

|  Has a mission aligned with the University's and the sponsoring unit's mission

|  Agrees to adhere to all University Policies

|  Understand and agree to the nature of negotiations associated with this agreement

|  Understand and agree to the procedure for accepting tax-deductible gifts for the SSO

|  Understand and agree to the procedure for entering into contracts for the SSO

|  Understand and agree to the modification process for Sponsorship agreements

|  Understand that agreement will not renew each year without a negotiation process

|  Understand the potential role of the student group and the sponsoring unit in the student group judicial process.

\*\*\* A copy of this agreement must be on file each year (sponsor and student group/department.)

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Sponsor (name and title)