

Student Government Association Co-Sponsorship Guidelines

---Please retain a copy of this form for your records---

This form must be submitted AT LEAST 30 days before the event (60 days if the request is over \$1000)

1. The SGA co-sponsorship committee is comprised of one member of each of the four caucuses from the Student Senate. The President Pro Tempore of the Student Senate shall be an ex officio, non-voting member and serve as the committee chair. The Treasurer of the Student Government Association shall serve as an ex officio, non-voting member and shall receive all applications for co-sponsorship. A staff member from the Office of Student Life will serve as the advisor to the co-sponsorship committee.
2. Student organizations applying for funds must be officially recognized through the Office of Student Life.
3. All co-sponsored events must begin and be held within the boundaries of Ball State University campus. Events taking place off-campus are prohibited.
4. Applications for co-sponsorship must demonstrate a benefit for Ball State University students, and/or the Student Government Association in some manner.
5. Student Government Association requires recognition, in all print forms, as a co-sponsor of the event. This includes but is not limited to: fliers, brochures, advertisements, and Daily News correspondence.
6. Events must be **free** of charge and open to all Ball State University students. Groups cannot charge for any part of the event. Non-monetary donations (i.e. food drive or clothing drive) may be collected as long as it is not required for admission.
7. Requests for funds must be submitted **30 days** prior to the day of the event. Requested funds should not exceed \$1000. Any requests for funds over the amount of \$1000 may be considered, but must be submitted **60 days** prior to the day of the event. The application will then be reviewed by the Co-Sponsorship Committee and Executive Council for approval. The committee can choose to fund in full, partial, or not at all.
8. Disbursement of Funds:
 - a. Funds approved through co-sponsorship will not be deposited directly into the student organization's account. Costs associated with events must be paid through a contract, invoice, or reimbursement to an individual with an accompanying receipt. If the organization is contributing funds toward the event, a valid student organization account number must be included in the request.
 - b. If the event involves an individual or group being paid to perform (such as a speaker, comedian or musical group), a University contract **must** be generated. Please allow at least 2-3 weeks for this process. The staff in the Office of Student Life will help you with this process.
 - c. Expenses covered by SGA are tax-exempt and we cannot reimburse sales tax.
 - d. A copy of **all** receipts and documents must be submitted to the Student Government Association no more than seven (7) days after the date of the event. Any unaccounted for funds beyond this time period will revert back to the Student Government Association and the expenses may not be reimbursed.
 - e. Failure to return a copy of all receipts within seven (7) days will result in a disqualification of co-sponsorship for your organization for the term of one semester.
 - f. Organizations will not be considered for future co-sponsorship until **all** receipts and unused funds are turned into the Treasurer of Student Government Association and a summary report is completed.

- g. Student Government Association must be notified of any major changes to your planned budget. A major change would consist of an adjustment of \$50 or more in a specific area, or the allocation of new funds. This must be done within two days of the event.
9. The following things will NOT be funded by SGA:
- a. Non-student generated programming
 - b. Club Sport organizations. (Funding for Club Sports is available through the Office of Recreation Services)
 - c. Charitable contributions. Organizations cannot hold events to raise monetary funds for non-profit organizations or causes. Non-monetary charitable contributions are acceptable, i.e. clothing drive, canned food drive.
 - d. Student travel or any related expenses for travel away from campus
 - e. Retroactive funding for prior commitments or events held
 - f. Events involving alcoholic beverages
 - g. Wearing apparel
 - h. Legislative lobbying efforts
 - i. Partisan political activity or support of any candidate for campus or public office
 - j. Grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations
 - k. Ball State University faculty, staff, and students of sponsoring organization may not receive any non-contractual personal gain from program or activity
- **These guidelines will be enforced by the Treasurer and the Co-Sponsorship Committee of the Student Government Association.**
 - **My organization hereby agrees with and understands all of the above Student Government Association Co-Sponsorship guidelines.**

Signature _____ Date _____

Co-Sponsorship Guidelines and Application

Please provide the following information on a separate sheet of paper

Co-Sponsoring Organization: _____

Name of Event: _____ Date of Event: _____

Contact Person 1: _____ Phone: _____
 Email: _____

Contact Person 2: _____ Phone: _____
 Email: _____

Please answer the following on a separate sheet (typed):

Description and purpose of the event:

Target Audience:

Estimated Attendance:

Estimated Budget (provide specific detail):

How will this event benefit Ball State University and/or the Student Government Association:

Fast Facts

Tips to assist you as you plan your budget for SGA co-sponsorship

Advertising on campus:

Daily News Ads – open display rates are \$11.00 per column inch. So this means that a 3 column by 5 inch ad would cost \$165.00: $3 \times 5 = 15 \times \$11.00 = \165.00 For additional rates, contact the Daily News at 285-8246. ***Please note that SGA does not fund off-campus advertising (such as the Star Press) since the event is geared toward the Ball State community.

Student address labels – if you want to send a flyer to students, student address labels can be obtained for FREE by a recognized student organization from the Office of Student Life. Groups must cover the cost of *copying* the flyer and any off-campus postage, if you choose to send to students living off-campus. Plan on about one week from the time you submit your flyer for approval to the arrival of the labels in the Student Life office, which is temporarily located in AC 402.

Advertising in Residence Halls – student organizations must take flyers to Lafollette N-13 for approval from Housing & Residence Life Associate Director Cathy Bickel. The Housing Staff will post the flyers for you. It is recommended that you bring two flyers per hall for a total of 70. Groups must cover the cost of copying the flyers. In addition, flyers can be posted for free on the kiosks that are located around campus.

Copying costs – flyers copied at the Cardinal Copy Center located in the AJ building: the cost of copying an 8½"x11" sheet of paper onto colored paper typically is 6¢ per copy for black and white copies. Cost may vary depending on the type of paper used and the number of copies requested.

Food/Refreshments – for any events that are held in the Student Center, Emens Auditorium or the Alumni Center, groups are required by university policy to order food and refreshments through University Banquet & Catering, 285-3500.

For events held in sports facilities (indoor/outdoor locations such as Irving Gym, Worthen Arena, Lafollette Field, etc.), groups must use either University Banquet & Catering or Three Bears Concessions. Contact Special Events Manager Autumn Duncan at 285-1151, who will advise you of the best vendor for your event.

Reserving space for an event – visit Charlie Scofield in the Student Center main office, temporarily located in SC L-20. Although most spaces on campus are free to student organizations, there is a cost for Emens Auditorium. If you are interested in holding your event in Emens, contact Auditorium Director Bob Myers at 285-1539 to discuss rental fees and labor costs.

Speaker Expenses: Student groups tend to request a variety of things when it comes to speaker expenses. Use this handy list to help you out!

Airline expense – seek airline prices using the internet. Round trip airfare from Chicago to Indy typically costs less than \$200.00. (SGA will not fund a first class ticket.)

Ground transportation to/from the Indianapolis airport – based on the Ball State Travel Regulations, the drive to the airport is 140 miles round trip and the reimbursement is 44¢ per mile (140 round trip miles x 44¢ per mile = \$61.60). If you have someone picking up a speaker from the airport and also returning a speaker to the airport, the total request would be for \$123.20 (140 round trip miles x 44¢ per mile x 2 trips = \$123.20).

Meals – typically if the individual is dining at a local restaurant, the cost will be \$15.00 or less per meal.

Lodging – lodging at the Pittenger Student Center hotel per night:

For one person – two twin beds = \$61.60 (tax included)

For two people – two twin beds = \$69.44 (tax included)

For one or two people – one king bed = \$72.80 (tax included)

Speaking fees – the amount funded for speaking fees can vary. But keep in mind that if SGA chooses to fund speaking fees, the Office of Student Life must generate a contract for the speaker. A contract must be generated at least two weeks prior to the date that the speaker is coming to campus, you will need to meet with a Student Life support staff member as soon as possible.