Guidelines for Co-Sponsorship

The Purdue Student Union Board Mission Statement
The Purdue Student Union Board (PSUB), as part of the Purdue Memorial Union, is committed to serving the student body, faculty, staff and greater community. Purdue Student Union Board shall:

- Provide a variety of programs and services that enrich and entertain, while recognizing Purdue’s diversity of interest and experience.
- Promote student development, leadership opportunities, and friendship among its members.
- Serve as the voice of students in cooperative management and policy issues of the Purdue Memorial Union.

Purpose of Co-Sponsorship
A co-sponsorship is an avenue in which a student organization (or group of organizations) can work with PSUB in proposing, planning, and implementing an event for the Purdue community. A co-sponsorship creates a team in which the organizations involved will be equally responsible for all stages of the event process.

Timeline for Co-Sponsorships

- The initial contact from the inquiring organization to the PSUB Vice President of Programs and Outreach will be made at the beginning of the event planning process. Contact can be by email, phone, or in person. Any event that does not meet this will be reviewed on a case by case basis.
- The organization is solely responsible for completing a Co-Sponsorship Form. Questions can be directed to the Vice President of Programs and Outreach.
- After completion of the Co-Sponsorship Form, the president/advisor of the organization will schedule a meeting with the Vice President of Programs and Outreach to provide a presentation on the details of the proposed event.
- The Vice President of Programs and Outreach will take the form and details from the meeting to the Executive Board of the Purdue Student Union Board. The Executive Board will discuss the proposed event and determine if the Co-Sponsorship proposal will be presented to the Board of Directors. If there are additional questions, the organization's president and/or advisor will be contacted.
- If approved by the Executive Board, the Board of Directors will vote on the proposed Co-Sponsorship. The organization's president and/or advisor will be notified of the date of the Board of Directors meeting, as well as if their attendance is requested. If attendance isn't requested, the organization will be notified within twenty-four hours regarding the outcome of the final vote by the Board of Directors.
- If approved by the Board of Directors, the organization will be referred to the Director of the committee with whom they will be working.

Requirements for Co-Sponsorships

- The proposed event must coincide with the mission of the Purdue Student Union Board.
- The proposed event must remain neutral when including discussion topics to ensure equal opportunity for all potential parties involved.
- The proposed event must be open to all people of Purdue and marketed as such.
- The PSUB logo must be on all advertisements related to the event.
- PSUB must be involved in all event proposing, planning, implementing, and reporting tasks. Program Proposal and Event Report forms must be completed following PSUB procedure.
- The proposed event must not include any form of fundraising events or methods of obtaining profit.

Contact Information

Purdue Student Union Board
Purdue Memorial Union, Room 268
101 N Grant St, West Lafayette, IN 47906
(765)-494-8976

Vice President of Programs and Outreach
psub-adminfinance@purdue.edu


**General Questions**

(All questions should be answered on a separate typed sheet)

1.) Where do your student organization’s funds come from?

2.) Describe your idea for this event.

3.) How does this program meet the mission and purpose of PSUB?

4.) What have been the results of this type of program at Purdue University in the past (if known)?

5.) Who will be involved in the planning and execution of this event? Estimate attendance and included student participation (volunteers during the event).

6.) Are there any other organizations that will potentially be co-sponsoring this event?
Co-Sponsorship Proposal

CONTACT INFO

Organization name: ________________________________________________________________

Contact name: ___________________________ Contact’s Phone: ________________________

Office/Position: ___________________________ Contact’s E-mail: ______________________

Organization Advisor name: ___________________________ Advisor’s Phone: ____________

Advisor’s Email: ________________________________________________________________

EVENT INFO

Event title: ________________________________________________________________

Potential date/time: ___________________________ Venue: ________________________

Potential Attendance: Student: ___________ Ticket prices: Student: $ ____________

General: ___________ General: $ __________

Does this event conflict with a PSUB event according to the online calendar? Yes No

FINANCIAL INFO (If financial assistance is requested.)

Projected Expenses: $ ___________ Projected Income: $ ___________

Amount Requested: $ ___________ Projected Profit/Loss: $ ___________

Please select a one financial assistance method:

☐ Have you applied for or received funding from SFAB, SOGA, $ ____________
or any other organization? If so how much?

☐ Have you approached or plan to approach any other organizations for co-sponsorship? If so please indicate which. ___________________________

Attach the following required documents:

A detailed and typed budget

A current BOSO Financial Report and BOSO account number

MARKETING INFO

Would you like marketing assistance from PSUB? If so, which ways?

☐ Flyers ☐ Posters

☐ Crescent Sign ☐ Social Media

By signing the below line, I on behalf of the above student organization at Purdue University agree to all requirements listed on this form. If for any reason these requirements are not fulfilled, it is understood that the Purdue Student Union Board will revoke support.

Signature: ___________________________________ Date: ___________________________

Printed Name: ___________________________ Title: ________________________________