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 Administration and Finance will be made a minimum of eight (8) weeks prior to the proposed event date. Contact can be by email, phone, mail, or in person.
- Upon contact, the Vice President of Administration and Finance will work with the organization to complete a Co-Sponsorship Form.
- After completion of the Co-Sponsorship Form, the president/advisor of the organization will schedule a meeting with the Vice President of Administration and Finance to discuss details of the proposed event.
- The Vice President of Administration and Finance 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 held in such a manner that it is open to all people of Purdue and is perceived as such.
- All forms of marketing must be approved by the organization as well as the PSUB Vice President of Marketing and Campus Relations. The PSUB logo must be on all advertisements.
- All event proposing, planning, implementing, and reporting tasks must be shared between the organization and PSUB. Program Proposal and Event Report forms must be completed following PSUB procedure.

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 Administration & Finance
psub-adminfinance@purdue.edu

Vice President of Marketing & Campus Relations
psub-marketing@purdue.edu
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: ______ General: ______

Ticket prices: Student: $ ______ 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: $ ______

Projected Profit/Loss: $ ______

Attach the following two items:

A current BOSO Financial Report and BOSO account number.

MARKETING INFO

What avenues of marketing do you think would be most effective for this type of event? Circle all that apply.

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: ____________________________
Additional Questions
All questions should be answered on a separate typed sheet.

1.) Please provide a brief history of your student organization.

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

3.) Describe your idea for this event.

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

5.) What are the results of this type of program at Purdue University in the past (if known)?

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