

Memo

To: Groups Seeking Co-Sponsorship
From: Student Activities Board at LSUS
Date: 7/1/12
Re: Student Activities Board at LSUS Co-Sponsorship Policy

In order to better accommodate organizations seeking Student Activities Board at LSUS Co-Sponsorship for campus events and create a positive working relationship, **ALL ORGANIZATIONS** seeking Student Activities Board at LSUS support must follow the following procedures:

1. The event must not conflict with the Student Activities Board Mission Statement (See Below). *The Student Activities Board, known hereafter as SAB, is a student activities fee-funded organization, established for the purpose of programming and executing a variety of activities to serve the campus community on a regular basis. All SAB programs and services are intended to promote a positive social environment for students, faculty, staff, alumni, and guests of the University. Programs and activities will vary to appeal to as many diverse groups as possible. Activities will consist of entertainment and educational programming.*
2. Organizations desiring co-sponsorship must submit a written proposal that includes the purpose of the event(s) and a breakdown of the responsibilities of all parties involved (See Attached Co-Sponsorship Form). This proposal must be submitted four (4) weeks prior to the event. *Note: Working with a Student Activities Board at LSUS member to complete the necessary paperwork is highly recommended.*
3. Proposals will be presented at weekly Student Activities Board at LSUS meetings. Meetings are held weekly in the Webster room on the 2nd Floor of the University Center. Anyone seeking co-sponsorship with the Board **MUST** have a representative of their organization present their proposal at a SAB meeting four (4) weeks prior to their event. This allows ample time for the SAB to help plan the event and advertise for it.
4. Co-sponsorship proposals will be voted on at the SAB meeting immediately following receipt of the proposal. In order for a proposal to be approved, it must receive 2/3 vote of the SAB members present at the scheduled meeting. Voting members include each active member present at the meeting. *Note: The Board has the ability to approve a proposal as is, offer to co-sponsor if the proposal is adapted, or not approve any portion of a proposal.*
5. If co-sponsorship is approved, a copy of the Co-Sponsorship form specifically outlining the terms of the agreement must be signed by all parties involved and placed on file in the LSUS Office of Student Activities. If this paperwork is not completed the approved proposal is null and void. All parties will receive a copy of the final paperwork.

The Student Activities Board at LSUS looks forward to working with numerous organizations each year in order to provide the LSUS community with well-planned events that reach out to its diverse population. Please contact the Student Activities Board at LSUS at 797-5393 with any questions you may have regarding how this process or any other process associated with the SAB works.