



Co-Sponsorship Application Process Spring 2009

1. All information on the application **MUST** be filled out completely.
2. This information must be submitted to the SGA VP Finance (preferably via email or dropped off in the SGA Office, 239 Brooks) by 12pm (noon) on the day it is due. If there are any problems please contact the SGA VP Finance.
3. The VP Finance will review your application and will need you to be available to answer any questions regarding your application via email or telephone before the application is presented to the SGA Co-Sponsorship Committee.
4. Once the VP Finance is satisfied with the completeness of your application, she will invite you to the SGA Co-sponsorship Committee meeting to be held at 6:30 pm Sunday in the SGA Office, 239 Brooks.
5. A representative from the organization requesting the co-sponsorship must come to the SGA Co-Sponsorship Committee meeting on Sunday at 6:30 pm to give a brief presentation and field any questions from the Committee.
 - The organization must bring 6 copies of the event Budget Summary and any other pertinent handouts for the presentation.
 - Please make sure that the person presenting is the contact listed on the application.
6. The Co-Sponsorship Committee will then make a recommendation to the SGA Representative Council at the Council's Monday night meeting. The Representative Council will vote on the co-sponsorship.
7. The organization will be notified of SGA's decision after the SGA Representative Council meeting.
8. If the co-sponsorship application is approved, groups with SGA accounts will receive an internal transfer to their account. Columbia University organizations who/that do not have SGA Allocations will receive a check; the check should be available **for pick-up** that Friday after 2pm in the Barnard College Activities Office (102 Brooks).
9. **SGA's name must be on all publicity related to the event.**
10. SGA is not required to fund co-sponsorships according to ratio.
11. Please attempt to turn in the application at least two weeks before your event. This will enable your group to make clarifications or changes that may be required in order to receive funds from SGA.

SGA Co-Sponsorship Dates Spring 2009

Due Dates to SGA VP Finance

Wednesday February 4th
Wednesday February 18th
Wednesday March 4th
Wednesday March 25th
Wednesday April 15th

Presentation to SGA Co-Sponsorship Committee

Sunday February 8th
Sunday February 22nd
Sunday March 8th
Sunday March 29th
Sunday April 19th

Co-Sponsorship Application Process Spring 2009

Date: _____

Type of Co-sponsorship requested: Publicity/Monetary ____ or Publicity ____

Organization _____ Account #: _____

Contact Name: _____ Position: _____

Contact Phone Number _____ Contact Email: _____

(Please make sure that the contact person is the person who presents the application at the SGA Co-Sponsorship Committee meeting.)

Position	Name	Email	Extension
President			
Treasurer			

Event Name: _____ Event Date: _____

Please describe the programming and purpose of the event. Also please explain why your organization is seeking co-sponsorship from SGA and how your group plans to include other students and groups to participate in or benefit from this event.

CO-SPONSORSHIP AMOUNT: \$ _____

Has SGA co-sponsored this event in the past? Yes ___ No ___

If Yes, what was the amount of the co-sponsorship? \$ _____

In the chart below, please indicate (1) the board(s) by which your organization is funded and (2) your total 2008-2009 allocation. Please include all appeals and any other co-sponsorships of this event.

Is your organization funded by:	SGA	ABC	SGB	IGC	CI	Other
Total 08-09 Allocation:						

YEAR TO DATE BALANCE OF ANY AND ALL ALLOCATIONS: \$ _____

AMOUNT OF SGA 2008-2009 ALLOCATION GOING TO THIS EVENT: \$ _____

OTHER GROUPS APPROACHED FOR CO-SPONSORSHIPS AND AMOUNT REQUESTED:

ORGANIZATION	AMOUNT REQUESTED	GRANTED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

EVENT LOCATION(S): _____

WILL YOU BE CHARGING ADMISSION: ___NO ___YES

o If so, how much? _____

PROJECTED ATTENDANCE: _____

MANDATORY: PLEASE ATTACH A BUDGET SUMMARY OF THE EVENT

o Please highlight if any alcohol will be served

Questions should be sent to the SGA Exec. Board at sga@barnard.edu

****Please note, SGA is permitted to co-sponsor a maximum of ONE event per organization per academic year****

*****For SGA Use Only*****

I hereby authorize the above Co-sponsorship:

Signature of VP Finance, Student Government Association

MANDATORY: PLEASE COMPLETE A BUDGET SUMMARY OF THE EVENT

Program Title:	Amount	Provide Description
Projected attendance:		
Admission charges:		
Income:		
Portion or total budget allocated to this event		
Sales (tickets, etc...)		
Fundraisers (t-shirts etc..)		
Co-sponsorships (from other funding boards, non SGA recognized)		
Co-sponsorships (administration)		
Co-sponsorship/Gifts (non CU)		
Advertising Sales		
Total Income		
Expenses:		
Entertainment (Speaker, DJ, etc)		
Technical Costs (Av, microphones, etc)		
Security		
Facilities Charges		
Rental Charges (not vehicles)		
Food and Catering*		
Copies - Publicity (flyers, mailing, etc)		
Printing (journals, brochures, etc)		
Donation** (to others)		
Venue		
Total Expenses		
Net Expenses (Expenses-Income)		

*Will you be serving alcohol at this event? Yes No

**Please note that before you donate money to any charity you must first cover all your expenses with income from the admissions proceeds of the event.