



The University of Hawai'i at Hilo Student Activities Council Co-Sponsorship Request Form

The SAC Co-Sponsorship Request Form is intended to be a guide for the co-sponsoring group and SAC. It is hoped that when the co-sponsoring group fills out this form, it will provide a good basis for open communication between the groups. Included in this form is some information about SAC and its expectations of co-sponsorship.

UHH SAC (Student Activities Council): Who we are and what we are about

Mission:

The Student Activities Council provides programs, activities, and services which serve the co-curricular, cultural, social, recreational, and educational interests of students of the University of Hawai'i at Hilo. The SAC contributes to the development of students' skills and provides experience in leadership, program planning and development, volunteer management, and fiscal management.

Our council funds groups and organizations that are planning events that are open to all University of Hawai'i at Hilo students. We strive to reach the most students we can with each event and hope to work with groups that want to plan events and programs that will benefit the student body. Although we do take into consideration requests from organizations for group-related activities and programs, we ask that groups also request funding from other sources and do their own fund-raising unless this is going to be a co-sponsored event that is open to all UHH students.

Co-sponsorships: How we can help you

SAC creates programs within its council, but also co-sponsors events with various campus organizations. In the past, SAC has worked with many RISO (Registered Independent Student Organization) groups, as well as the Housing Office, and the International Student Association. Although SAC does have its own budget and funding, we seek to assist different groups with their events through programming assistance such as promoting, planning, logistical organization, and more. Through co-sponsorship, both your organization and SAC would be able to work together to create a unique and interesting event for the University community.

Programming Expectations: Advanced Planning is Key

SAC follows certain programming expectations in order to produce quality events. Planning in advance is the main way SAC maintains its quality event planning standards. We hope to maintain these standards by requiring certain expectations of the groups with which we co-sponsor, such as:

- Group approaching SAC must be a UHH Chartered Student Organization (CSO), RISO, or UHH Program.
- All programs/events must be planned in a timely manner.
- Any co-sponsorship requests must be submitted to the SAC office at least eight (8) weeks before the date of the event.
- All programs must meet the SAC 2008 – 2009 mission statement, policies, and procedures. University policies and procedures must also be followed.

Meetings: We invite you

SAC meets every Friday from 12:00 noon – 1p.m. in CC 307. SAC follows a loose version of Robert’s Rules of Order to run their meetings. If clubs or organizations want to make presentations to SAC or be placed on the agenda, the Executive Chair and Secretary should be contacted at uhsac@hawaii.edu.

By signing below, I acknowledge that I have read and understand what to expect in a co-sponsorship with SAC. Completing this form and/or submitting it to SAC does not entitle either group to a contractual co-sponsorship agreement. The Co-Sponsorship Request Form is intended to serve as a guide that will provide a good basis for open communication between the two groups.

Signature of Group President

Date

Signature of Group Advisor

Date



The University of Hawai'i at Hilo Student Activities Council
Co-Sponsorship Request Form

Please fill out this form completely to the best of your ability at time of submission.

Event Name: _____

Your Organization: _____

DATE(S):
SETUP TIME:
STARTING TIME:
ENDING TIME:
CLEAN UP TIME:

VENUE/LOCATION:
ANTICIPATED ATTENDANCE:
MAXIMUM ATTENDANCE:

STUDENT CONTACT:	EMAIL:	PHONE:
FACULTY/STAFF CONTACT:	EMAIL:	PHONE:

PROGRAM OVERVIEW:
(Describe the event and provide details)

PURPOSE OF CO-SPONSORSHIP WITH SAC:

DESCRIBE THE BENEFITS OF THIS EVENT TO THE UHH CAMPUS:

WHAT SORT OF ASSISTANCE ARE YOU REQUESTING OF SAC?:

- STAFFING FOR EVENT
- FUNDS FOR EVENT (INCLUDE BUDGET AND BREAKDOWN)
- ASSISTANCE WITH PUBLICITY
- USE OF SAC EQUIPMENT OR MATERIALS
- OTHER (SPECIFY): _____

DESCRIBE THE SUPPORT YOU ARE REQUESTING:

ARE THERE ANY OTHER ORGANIZATIONS/PROGRAMS THAT ARE SOURCES OF FUNDING?: (Include amounts requested/received along with the name of each source)

WHAT WILL BE THE IMPACT ON THIS ACTIVITY IF SAC DOES NOT FUND IT?

Print or Type Name & Title of Person Submitting Request

Signature

Date

I have reviewed this application and support the organization's request as an appropriate activity for our organization. We agree to follow SAC's fiscal procedures and deadline(s). We understand if we do not do so SAC will not fund any paperwork turned in after the deadline.

Print or Type Advisor/Program/Dept. Head

Signature

Date

I understand that SAC does not guarantee funding or co-sponsorship: _____ (initial)

*Please remember that when funding has been approved by Student Activities Council they will allocated that amount for the approved items ONLY. If the actual amount spent is under the allotted amount, the remainder is not to be used for any other purchase. It is the responsibility of the requesting group to pick up their own purchases, as according to fiscal policies.