

STUDENT COUNCIL CO-SPONSORSHIP GUIDELINES

A. OVERVIEW OF GOALS

The University of Virginia Student Council hopes to foster positive interactions and collaboration with student groups. Student Council has allocated funds for co-sponsored events, focusing on cultural, educational, academic, social event categories. Student Council especially seeks collaboration with traditionally underrepresented groups. The co-sponsorship program aims to increase awareness of Student Council involvement opportunities and support the diverse endeavors of the University's student body.

B. APPLICATION AND APPROVAL PROCESS

1. After reviewing the guidelines, complete the Co-Sponsorship Request Form.
2. Create an itemized budget to ensure the request demonstrates appropriate budgeting.
3. Email the completed form and itemized budget to the Director of Coalition Engagement (DCE), at studco-coalitions@virginia.edu at least 7 days before the event.
4. The DCE may request addtl. information or schedule a meeting to assess the partnership.
5. The Executive Board will evaluate requests based on co-sponsorship goals.
6. If approved, the DCE will notify you of the approved funding amount via email two weeks after the form submission date.

C. COSPONSORSHIP REQUEST FORM COMPLETION GUIDELINES

1. CONTACT INFORMATION:

- The form should be completed by the organization's fiscal administrator (Treasurer, Co-Sponsorship Chair, or similar role).
- If there is no fiscal administrator, list a member of the executive committee as the contact.

2. EVENT DESCRIPTION & CONNECTION TO CO-SPONSORSHIP GOALS:

- Evaluate if the funding request aligns with the Student Council co-sponsorship goals.

3. ITEMIZED BUDGET:

- Include all expected income and expenses.
- No net profit should be expected; funds may not be used for ongoing operating expenses.

4. SUPPLEMENTAL MATERIALS:

- Submit useful materials (e.g. organization history, schedule, communication materials)

D. DISBURSEMENT OF FUNDS

1. After approval, the DCE will submit payment processing information.
2. Since this process may take up to two weeks, please submit the required paperwork at least three weeks in advance.
3. If funds arrive after the event, the organization's treasurer is responsible for reimbursement.

E. PROHIBITED FUNDING

- Alcohol purchase.
- Ongoing operating funds for student organizations.
- Charitable donations (exceptions for fundraisers benefiting external 501(c)3 charitable organizations).
- Limit one co-sponsorship per student organization per semester.

F. FUNDING LIMITATIONS

- Maximum direct funding is \$500 per event.
- Consideration for amounts exceeding \$500 requires Student Council Executive Board approval.
- Co-sponsorships are event-specific and may not be used for ongoing expenses.
- No expectation of continued or recurring funding; new requests required for each event.

Note: Different outcomes may occur for similar proposals depending on various considerations, semester to semester or year to year.