



CO-SPONSORSHIP REQUEST FORM

Process of Applying for Co-sponsorship

Step 1: APPLY! Submit a completed co-sponsorship request form **4 Mondays** (no later than 28 days) before your event is scheduled to take place, exceptions can be made for extenuating circumstances. Requests can be completed electronically and emailed to UPB's Director of Finance (upb-finance@case.edu), or left in the UPB Office (basement of the Thwing Student Center).

Step 2: PRESENT! UPB's Director of Finance will contact you about scheduling a presentation at a UPB Meeting. UPB meets Monday nights at 7pm in the UPB Office. You will be contacted within 3 days of your presentation with whether UPB has elected to co-sponsor your event.

BEFORE COMPLETING THIS APPLICATION, please ensure that your event meets the co-sponsorship criteria. UPB cannot co-sponsor events in which:

- 1.) UPB would pay for more than 50% of the total event costs
- 2.) Tickets are sold or a required donation is necessary for admission
- 3.) UPB's co-sponsorship offsets event costs that enable money to go to charity
- 4.) Money does not go directly into facilitating or increasing the quality of programming for the event.

Please be sure to attach a detailed, itemized budget for your event. Co-sponsorship requests will not be considered complete until a detailed budget is submitted

Thank you for expressing interest in collaborating with UPB. If you have any questions, please email UPB's Director of Finance at upb-finance@case.edu.

----- FOR OFFICE USE ONLY -----

Date:

Agreed (\$ _____)

Declined

UPB Point Person: _____

Additional Details: _____

