



Internal Sponsorship Policy & Request Form

As at January 2020

Page 1 of 3

Context: The organization, from time to time and in accordance with the NSCC SA Common Constitution, may set policies and procedures that govern the Campus Student Association's actions and activities. These policies will be presented to the Student Association Students' Council for ratification by a vote of the members.

Policy Background: According to Article 2 of the NSCC SA Common Constitution, the NSCCSA will "plan, organize and support the delivery of events, activities, programs and services that encourage the growth and intellectual development of the student body and foster communication and understanding between the student body and the College. As an organization, we will promote opportunities for student participation and involvement, protect the individual rights of students and encourage responsible student conduct, while supporting the values and mission of the College". To fulfill this mandate, the Student Association allocates monies each year to co-sponsor campus initiatives that support the delivery of co-curricular programs and services.

Section 1 – PURPOSE OF INTERNAL SPONSORSHIP

The Student Association is committed to enhancing the college experience for all students. From time to time, various internal campus committees, academic departments and/or service areas (i.e. campus Wellness Committee, program staff/faculty, Student Services) seek funding from the Student Association to sponsor or co-sponsor events, activities, programs and/or services for students. The SA has allocated funds within their organizational budget to support campus-based partnerships that address their mandate of delivering co-curricular/extracurricular programs and services to students.

Section 2 – ITEMS ELIGIBLE FOR SPONSORSHIP

Due to limited resources to address internal sponsorship opportunities, requests are limited to the following items (unless special permission is obtained from the VP Finance):

- 1) Awareness programming;
- 2) Peer tutoring or other learning support services;
- 3) Orientation programming;
- 4) On campus event or activity;
- 5) Student support services;
- 6) Student wellness initiatives; or
- 7) Student recognition activities or thank you gifts.

Section 3 – ITEMS INELIGIBLE FOR SPONSORSHIP

- 1) Funding will **not** be provided for any **mandatory** student program costs, including but not limited to field trips and service-learning activities.
- 2) Funding will not be provided for activities which have already received alternate funding from the SA (i.e. through the individual or group funding policy).
- 3) In accordance with the Student Association Risk Management policy, funding cannot include the cost of gas if primary transportation is done through carpooling using personal vehicles.
- 4) The Student Association will not consider applications for an event that has already occurred.
- 5) Funding will not be provided for any activities which may jeopardize the SA's status or standing within the College.

Section 4 – SPONSORSHIP REQUEST SUBMISSION

- 1) An *Internal Sponsorship Request Form* **MUST** be completed for every request.



Internal Sponsorship Policy & Request Form

As at January 2020

Page 2 of 3

- 2) All applications are to be submitted directly to the Student Association office and the campus SA VP Finance, who will coordinate the sponsorship request review process and communicate those dates to the individual submitting the application.
- 3) The individual submitting the sponsorship request form may be asked to attend a meeting in which sponsorship will be discussed to answer questions from Student Association members.
- 4) Incomplete request forms will not be processed.
- 5) Applications should be submitted well in advance of the event/activity/program/service for which sponsorship is being requested but **NO LATER** than 2 weeks prior to the activity.

Section 5 – SPONSORSHIP REQUEST EVALUATION

- 1) The Student Association will review all sponsorship requests using the following general guidelines:
 - a. the tangible benefits of the proposed activity to the general NSCC student population;
 - b. the number of students benefiting from the proposed activity;
 - c. positive exposure of the NSCC Student Association;
 - d. the opportunity of the activity to provide a long-term, sustainable benefit to the student community;
 - e. the accessibility of the proposed activity/event/program (cost to students, held in an accessible venue, etc).

Section 6 – ACCESSING FUNDS

Once funding is approved, the Student Association will make arrangements with the requester for payment. All invoices/receipts and any unspent money (if applicable) **must** be submitted to the Student Association within two weeks of the funded activity.

IMPORTANT NOTE:

In recognition of the Student Association's sponsorship, the SA asks for the following considerations (where appropriate):

- Opportunity to speak at and have a presence during the event/activity;
- Public acknowledgement during the event/activity; and
- Student Association logo displayed as a sponsor on any promotional materials.



Internal Sponsorship Policy & Request Form

As at January 2020

Page 3 of 3

CONTACT INFORMATION: (individual submitting request)

Name: _____ Submission Date: _____

Email Address: _____

Telephone Number: _____ Date of Activity: _____

Activity to be sponsored: _____

Amount of Sponsorship Requested: _____

Please provide an overview of the program/activity, its benefit to the NSCC learning community and how SA funds will be used specifically to support the delivery of this activity.

CHECKLIST: (for office use only)

Sponsorship request received by: _____

Date of review meeting: _____

Requester in attendance?: Yes No

Request Approved?: **Yes** If yes, amount:\$ _____

No If no, requester to be advised.

Follow up required: Receipts Returned Money (\$ _____)