



Request for Co-Sponsorship Funding

General Information

Proposed by (Name): _____, on Behalf of
(Organization): _____, on (Date of Proposal¹):
_____ for (Event Name): _____
to be held on (Date of Event): _____.

Event Cost and Contribution Summaries

Total Event Cost² : \$ _____
Fundraised and/or Received Donations (subtract)³ : \$ _____
Other Contributions (subtract)⁴ : \$ _____
New Total Event Cost⁵ : \$ _____
Requested Amount of co-sponsorship⁶ : \$ _____

Proposal

Description:

How is this proposal relevant to the mission of the Organization, USA, and the College?

¹ **Date of Proposal** and **Date of Event** should have a **minimum** of three weeks between the two.

² Expected total cost of the event, before any deductions.

³ Combined total of amount **Fundraised** by the Organization requesting funds and possible amounts received in **donations** from various sources.

⁴ If a contribution does not fit the two previous categories, but know contribution(s) should be included, please include that total here.

⁵ Subtract previous all contributions from **Total Event Cost** and list here the planned amount to be funded by the organization.

⁶ Of the planned amount to be funded by the organization, list here how much are you requesting in co-sponsorship.

How will the proposed event / initiative lead to an enrichment of the **Academic/Career Development, Cultural, or Social** goals of the College?

From **Event Cost and Contribution Summaries**, describe the **Fundraised/Received Donations/Other Contributions** which were made **prior** to this event⁷:

Other clarifying or relevant information you would like to include for this request:

By signing below, I agree that I have read this document completely and understand all aspects to the process of co-sponsorship requests to USA. I understand that this proposal is merely a **request** and that approval is **not** guaranteed or assumed; and upon receiving notification of decision, I will respond to notification understanding the decision. In the event of an appeal, I will follow the instructions listed on the received **co-sponsorship decision notification**. I also understand that myself, or my designee must represent this petition, at any USA meetings where this proposal will be discussed or voted on.

Signature

Date

⁷ A complete breakdown of the total event costs (including quotes from more than one source), and all other sources of funding contributing to the event (faculty associates, academic departments, fundraising, student / participant contribution, etc) must be **attached** to this proposal.