



State University of New York
College of Environmental Science and Forestry
Office of the Undergraduate Student Association

Co-Sponsorship Request Form

Procedure

Fill out this form (found in Student Affairs)

Contact the CFO (esballar@esf.edu) at least 3 weeks ahead of the event

Present at a USA meeting (be prepared to discuss and answer questions)

The request will be voted upon the following week

Follow up with any stipulations outlined by USA

General Information

Proposed by (Name): _____

On behalf of (Club / Organization): _____

On (Date of Proposal): _____

For (Event Name): _____

To be held on (Date of Event): _____

Event Cost Summary

Total Event Cost¹ \$ _____

Budget Contribution (if applicable) : \$ _____

Fundraised and/or Received Donations: \$ _____

New Total Event Cost² : \$ _____

Requested Amount of co-sponsorship³ : \$ _____

Proposal

¹ Expected total cost of the event, before any deductions.

² Subtract previous contributions from **Total Event Cost** and list here the planned amount to be funded by the organization.

³ Of the planned amount to be funded by the organization, list here how much are you requesting in co-sponsorship.



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Please describe, in detail, the costs of the event and any contributions being made to it:

How is this proposal relevant to the mission of the Organization, USA, and the College? How does it support the academic, career, and social development of students?

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