Rutgers College Governing Association

Social & Cultural Affairs Committee

Application for

CO-SPONSORSHIP

Questions?
Contact:

Joanna Slusarz, Co-Sponsorship Chair
jslusarz@eden.rutgers.edu
Social & Cultural Affairs Committee

Co-sponsorship Information

✓ What is a co-sponsorship?
  o Co-sponsorships are monetary support in an amount not to exceed $250 provided for a cultural/social event or activity that will enhance student life at Rutgers College
    ▪ The organization’s event must be open to all University students.
    ▪ Final funding amounts are at the sole discretion of the SCA committee and RCGA.

✓ What kind of organizations qualify for a co-sponsorship?
  o The Social & Cultural Affairs (SCA) committee offers co-sponsorships to organizations registered with the Office of Student Leadership, Involvement, and Programs (OSLIP), the Office of Fraternity and Sorority Affairs (OFSA), or Rutgers Club Sports
    ▪ Organization membership must be composed of at least 20% Rutgers College students.

✓ What can co-sponsorships be used for?
  o Co-sponsorships can be used towards advertising, refreshments, or any other aspects of the event cost as approved by RCGA allocations guidelines.
    ▪ For a complete list turn to http://rcgaallocations.rutgers.edu/guidelines.shtml

Process to Apply for a Co-sponsorship

Please note that the process of passing financial bills is 2 weeks in length. We ask that all groups plan accordingly.

STAGE #1:

- A member of the organization must fill out the “Co-Sponsorship Application” (the last section of this packet) from the link found on the RCGA website at rca.rutgers.edu.
- After completion, the application must be emailed to jslusarz@eden.rutgers.edu.
  o A detailed budget of the actual event, AS WELL AS, your group’s budget for the current semester must be included with the application.
- The deadline for applications is Tuesday evening at midnight.
  o This is to ensure ample time for the Social and Cultural Affairs (SCA) committee to review your application before the co-sponsorship hearing.
  o The Co-sponsorship Chair will contact you after the initial review to schedule a meeting for full review.
STAGE #2:

- A member of the organization, preferably the treasurer or event coordinator, must attend a co-sponsorship hearing, which will be held on a pre-scheduled **Thursday night at 7:15 in room 438 of the Rutgers Student Center**.
  - At the hearing, the details of the event will be reviewed with the group member.
- Upon SCA agreement, the committee will write a bill for the approval of the RCGA at the next possible body meeting.
  - *Organizations are asked to send a representative to the RCGA meeting when the bill is presented in order to answer any technical questions.*
  - *RCGA meetings are held every Tuesday night in the Busch Campus Center in room 120 ABC at 6:30 p.m.*
- One week later, the bill will be voted on and the organization representative will be notified as to the status of your co-sponsorship.

Procedure must be followed in fairness to all of the groups, and the proper amount of time must be allowed in order to review an application.

*PLEASE SUBMIT YOUR APPLICATIONS AS SOON AS POSSIBLE TO AVOID ANY COMPLICATIONS.*

**SCA RESERVES THE RIGHT TO REQUEST RECEIPTS (OR COPIES OF RECEIPTS) IN ORDER TO ENSURE PROPER USE OF ALLOCATED FUNDS**
CO-SPONSORSHIP APPLICATION

(All Fields are required)

Contact Information

Representative Name: ____________________________

Primary Email Address: __________________________

Current Phone #: ________________________________

Name of Student Organization ____________________________

Is your Organization registered with OSLIP? (Yes/No) __________

Advisor’s Contact Information

Name: ____________________________

Email: ____________________________

Phone #: ____________________________

Is the organization membership composed of at least 20% Rutgers College Students? (Yes/No) ______

Account Information

Name: ____________________________

Account #: ____________________________

SAC Box #: ____________________________

Organization’s Mission Statement

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Event Information

Name of Event: ____________________________________________

Date: ____________________________________________________

Time (Please Note AM/PM) __________________________________

Location(s): ______________________________________________

Description of Event:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Purpose of Event:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Total Amount Raised to Date: _________________________________

Specific Desired Use of RCGA Allotment: _______________________

Additional Information

Has your organization received an allotment/co-sponsorship before? (Yes/No): _____________

If yes, when? ____________________________________________

Purpose of previous allotment: _______________________________

IMPORTANT: Please attach a copy of a DETAILED event budget, any other pertinent event information, AND the organization’s budget for the Spring ‘06 semester.