



UNIVERSITY OF REGINA STUDENTS' UNION SPONSORSHIP POLICY

The University of Regina Students' Union seeks to sponsor and promote activities coordinated and produced by/for students. These events may take place within the University or the external community. Such activities are often coordinated by student societies, student groups/clubs, individuals, or University departments. URSU endeavours to ensure that student activities and initiatives are inclusive, visible, and supported. We hope that this sponsorship policy will effectively guide students as they seek access to the sponsorship resources of the Students' Union.

1. Sponsorship Criteria

1.1 Sponsorship requests will be evaluated based on the following information:

- a) A brief description of the conference and how it is of value to the student and their area of study;
- b) How the general student body benefits from the event, project, or conference;
- c) The extent of the student's external fundraising;
- d) Additional relevant information or extenuating circumstances;
- e) A brief letter of support from a faculty member;
- f) A presentation (if requested).

1.2 The applicant group/individual must not have any outstanding debt to the Students' Union.

1.3 The Students' Union will not grant funds for:

- a) The cost of alcohol served at any event;
- b) The day-to-day administrative costs of an organization.
- c) Any event for which a student earns academic credit.

2. Eligibility for Funding

2.1 Only complete forms will be considered.

2.2 Monetary support from the Students' Union can be granted only once per academic year per individual.

2.3 Only activities and events coordinated for/by students are eligible for sponsorship.

2.4 A complete budget must be prepared and delivered with the funding request.

3. Sponsorship Responsibilities

3.1 Any funds granted must be used for the intention stated.

3.2 A student event that is granted sponsorship must state and publicize the involvement of the Students' Union.

3.3 All student events are encouraged to seek as much external funding as possible. Ideally, the Students' Union is not to be the sole source of sponsorship. As there are limited sponsorship funds each year, applications are necessarily prioritized.

4. Procedure for Funding Requests

4.1 **The fully completed Sponsorship Request Form must be submitted to the VP Operations and Finance at least two (2) weeks prior to the event.** However, URSU does recognize special/extenuating circumstances.

4.2 After the VP Operations and Finance has received the application, it will be reviewed at the subsequent Executive Committee meeting or Board meeting, depending on the amount of the request.

4.3 Approval or rejection of the funding request is at the discretion of the URSU Executive Committee (for amounts up to \$500) or the URSU Board of Directors (for amounts exceeding \$500).

5. Appeals

5.1 The appeal must be made within fourteen (14) days of the notification of refusal for funding unless extenuating circumstances exist.

6. Matrices

6.1 Matrices indicate maximum funding per individual. Therefore, URSU reserves the right to recommend a support amount less than the category maximums.

6.2 Your application will be assessed according to the matrices on the following page.

FUNDING MATRICES

max. \$ per person		Provincial Funding Matrix			
		(Number of URSU Members Attending)			
		1 to 5	6 to 10	10 to 15	>15
(Duration of trip in number of days)	1 to 3	\$40.00	\$30.00	\$20.00	\$10.00
	4 to 6	\$60.00	\$37.00	\$25.00	\$15.00
	7 to 10	\$80.00	\$43.00	\$30.00	\$20.00
	10+	\$100.00	\$50.00	\$35.00	\$25.00
max. \$ per person		National Funding Matrix			
		(Number of URSU Members Attending)			
		1 to 5	6 to 10	10 to 15	>15
(Duration of trip in number of days)	1 to 3	\$120.00	\$90.00	\$60.00	\$30.00
	4 to 6	\$180.00	\$111.00	\$75.00	\$45.00
	7 to 10	\$240.00	\$129.00	\$90.00	\$60.00
	10+	\$300.00	\$150.00	\$105.00	\$75.00
max. \$ per person		International Funding Matrix			
		(Number of URSU Members Attending)			
		1 to 5	6 to 10	10 to 15	>15
(Duration of trip in number of days)	1 to 3	\$200.00	\$150.00	\$100.00	\$50.00
	4 to 6	\$300.00	\$185.00	\$125.00	\$75.00
	7 to 10	\$400.00	\$215.00	\$150.00	\$100.00
	10+	\$500.00	\$250.00	\$175.00	\$125.00



UNIVERSITY OF REGINA STUDENTS' UNION SPONSORSHIP REQUEST FORM

This form must be submitted to URSU at least two (2) weeks prior to the event to be considered, unless there are extenuating circumstances.

Name (of individual or campus group) _____

Student Number _____

Faculty _____

Conference Title _____

Conference Location _____

Conference Dates _____

Phone Number _____

E-Mail _____

Date of Application Submission _____

PROPOSED BUDGET

A) Airfare/Automobile/Transit (please specify): \$ _____

B) Registration: \$ _____

C) Accommodation: \$ _____

D) Food: \$ _____

E) Additional Costs (please specify): \$ _____

F) Total Cost: \$ _____

G) Money Raised from Other Sources \$ _____

H) Your Financial Contribution \$ _____

I) Total Existing Funding (Line G plus Line H) \$ _____

J) Shortfall (Subtract Line I from Line F) \$ _____

**Based on the URSU Funding Matrix, I feel it is reasonable to request \$ _____
from the URSU Sponsorship Fund**

Please provide a brief description of the conference *and* how it is of value to you and your area of study.

Please specify the benefits of the conference to the general student body.

Please indicate how much external fundraising you have done.

Please use this room for any additional information you feel is relevant (Example: Enumerating extenuating circumstances, or how you would acknowledge URSU as a sponsor).

Please attach a brief letter of support from a member of your faculty.

THINGS TO REMEMBER

1. Funding is dependant on approval of the URSU executive or the URSU board of directors and their ability to support requests.
2. Approved funds are released pending receipts of conference costs (at the discretion of the VP Operations and Finance)
3. The Students' Union reserves the right to request additional information and/or a presentation
4. The Students' Union recognizes that there may be extenuating circumstances that affect this application. In such a case, please describe the situation in the space provided above.
5. URSU is a non-profit organization. Therefore, funding depends on the Union's ability to support requests. URSU kindly recommends that, in addition to this request, all potential avenues for external funding be explored.
6. A student may only receive funding for non-credit events and activities.

I pledge that the information in this form is accurate to the best of my knowledge

Signature

Date