



University of Regina Students' Union

Sponsorship Policy & Form

The University of Regina Students' Union seeks to sponsor and promote activities coordinated either by students, or 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 or group.
- 2.3 Only activities and events coordinated for or 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 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 may recognize special or 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 of Directors 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 \$1000) or the URSU Board of Directors (for amounts exceeding \$1000).
- 4.4 The term of each URSU Executive and Board of Directors runs from May 1 to April 30 – one year. Neither body may approve sponsorships for events or activities which will take place after that term has ended.

5 - Appeals

- 5.1 The appeal must be made within seven (7) days of the notification of refusal for funding.
- 5.2 If a student wishes to appeal a sponsorship decision made by the URSU Executive, they can present their sponsorship request to the Board of Directors.
- 5.3 Sponsorship decisions made by the Board of Directors is URSU's are final.

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 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 ID	
Faculty	
Phone Number	
Email	

Conference Name	
Conference Location	
Conference Dates	
Date of Application Submission	

Please attach this page - PAGE 1 of 5

Form continues on next page...



URSU Sponsorship Form
Proposed Budget

1 Airfare/Transit/Fuel (Please specify)	\$
2 Registration Fees	\$
3 Accommodations	\$
4 Food	\$
5 Additional Costs (Please specify)	\$
A Total Cost (Add lines 1, 2, 3, 4 & 5)	\$
6 Money raised from other sources	\$
7 Your financial contribution	\$
B Total Existing funding (Add lines 6 & 7)	\$
Shortfall (Subtract A by B)	\$

Based on the URSU Funding Matrix, I feel it is reasonable to request

\$_____ from the URSU Sponsorship Fund.

Please attach this page - PAGE 2 of 5

Form continues on next page...

Please provide a description of the conference.

How does it benefit you personally?

How will it help you in your area of study?

How will the conference benefit the university community?

Please attach this page - PAGE 3 of 5

Form continues on next page...

What efforts for external fundraising have you made?

Additional comments (Example: Extenuating circumstances or how you will acknowledge URSU as a sponsor).

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

Please attach this page - PAGE 4 of 5

Please remember to attach your letter.

Things to Remember

1. Funding is dependent 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 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