

Student Events Board Co-Sponsorship Policy

I. Introduction

The Student Events Board (SEB) is the major programming body on the UMBC campus, and is not a funding organization. The SEB does not generally donate funds to student organizations or university offices for specific programs. However, the SEB may contribute monies for a co-sponsored program if it follows the co-sponsorship policy herein described.

The Student Events Board welcomes the opportunities to co-sponsor programs and activities with other UMBC student organizations, academic or athletic departments, or university offices in order to fulfill our mission of providing the UMBC community with diverse, educational, and recreational events. Preference will be given to those events deemed educational in nature. Please note that groups looking for additional monies for their social program should follow the process of the Student Government Association for additional allocations.

II. Co-sponsorship Consideration and Approval

A. Consideration

The SEB will consider co-sponsorships only if the following conditions are met:

1. The party requesting the co-sponsorship must be one of the following: the Student Government Association (SGA), university recognized club or organization, the athletic department or an athletic team, academic department, or a university office.
2. The party requesting the co-sponsorship must complete and submit a SEB “Co-Sponsorship Proposal Form” (See attached) to the Secretary of the SEB at least four (4) weeks prior to the proposed event. Forms may be obtained in the SEB office, Commons 2B23.
3. If the final contract/details for the proposed event has already been negotiated, signed, and approved, the SEB will decline consideration of the co-sponsorship. The SEB must be involved in the planning of the program/event and have a representative in the negotiations for the proposed event.

B. Approval

1. Once the Co-sponsorship Proposal Form has been received by the SEB, the party may be asked to present it’s proposal to SEB during a weekly meeting. If the party is asked to attend and fails to do so, the event will not be considered for discussion or a vote.
2. A Quorum of the SEB will consider the proposal at the first weekly meeting after the “Co-sponsorship Proposal Form” is received and approved by the Secretary.

The co-sponsorship may only be approved if the following conditions are satisfied:

- a. The proposed event is consistent with the mission and goals of the SEB.
- b. The proposed program/event does not conflict in any way (date, theme, etc.) with an event already scheduled by the SEB.
- c. The SEB has sufficient resources, in finances and personnel, to contribute to the co-sponsor ship during the time requested.
- d. A majority of the board votes to approve the co-sponsorship.