



Program Co-Sponsorship Request

RESIDENT STUDENTS' ASSOCIATION

Department of Residence Life | Winthrop University | Division of Student Life

Name of Event: _____

Residence Hall(s): _____

Contact Person: _____ Email: _____

Date of Event: _____ Time of Event: _____ Amount Requested: _____

Required Items Needed with Request:

1. Thorough description of how the event will benefit students living in the residence halls.
2. Description of the nature of the event, including exact date, time, location (including possible rain location).
3. A detailed and accurate line item program budget including how the money requested from this account will be spent.
4. Proposed publicity/marketing plan.

Procedural Details:

1. Any fund request submitted to the Program Co-Sponsorship account cannot exceed \$100.
2. Fund requests will take one RSA meeting to be approved.
3. The program must be open and advertised to all residents living in University Residence Halls.
4. The official RSA logo (as printed above) must be located on all publicity for the event. A copy of the logo can be obtained by visiting the RSA website.
5. The request must be submitted to the RSA advisor two RSA meetings prior to when you would like to have access to the funds.
6. All receipts must be turned into the RSA advisor no later than two-days after the event. Failure to comply will result in funds being withdrawn.
7. Money awarded from the fund must go directly toward the expenses of the event, via standard University Procurement Card procedures. Include a pink "Program Co-Sponsorship" slip to your procurement card form. All procurement card forms used from this account must go through the Assistant Director of Residence Life for the North Area (JT Timmons).
8. Approval by $\frac{3}{4}$ of the voting membership at the meeting is needed to receive funding.