

CO-SPONSORSHIP

Guidelines

IRHC 2009-2010

3 FORMS OF CO-SPONSORSHIP

Quick Reference

I. MONETARY

Clubs/ Organizations may ask for co-sponsorship money to help them subsidize up to 50% of their event's total budget.

II PRODUCT

Clubs/ Organizations may ask IRHC to purchase/pay for an IRHC-branded product for their event.

III STAFFING

Clubs/Organizations may ask the IRHC for volunteers to help run their event

All proposals must be submitted to the Co-Sponsorship Committee Chair at treasurer@nyuirhc.org

In order to receive Co-Sponsorship from the Inter-Residence Hall Council, in accordance with the IRHC Constitution, the following guidelines must be followed:

1. **IRHC Co-Sponsorship can be given in one of two areas:**
 - a. **General:** Any NYU organization may ask the IRHC for co-sponsorship money if the program/ event is open to all residents of the NYU community. At least a share of tickets proportional to the IRHC's contribution must be open to the entire residential community.
 - b. **Inter-Hall:** Any two or more halls may collaborate to do a program open to the residents of the NYU community.
2. **IRHC offers the following forms of Co-Sponsorship:**
 - a. **Monetary:** Clubs/Organizations may ask for co-sponsorship money to help subsidize up to 50% of their event's total budget. The Co-sponsorship Committee shall review all requests for co-sponsorship to the IRHC. Requests for funding up to or exactly \$750 will be decided upon the Co-Sponsorship Committee by a two-thirds majority vote. Requests for funding over \$750 shall be considered and forwarded to the General Assembly by the Co-Sponsorship Committee for approval by a simple majority vote (more than half).
 - b. **Product:** Clubs/Organizations may ask for co-sponsorship by requesting the IRHC to purchase a product for their event, given that it is branded with the IRHC logo. The Co-Sponsorship committee will decide upon requests for a product by a simple majority vote.
 - c. **Staffing:** Clubs/Organizations may ask for co-sponsorship in the form of volunteers for their event. Requests for volunteers will be decided by the General Assembly by a two-thirds majority.
3. **A proposal for Co-Sponsorship from the IRHC must be sent to the IRHC Treasurer at least three weeks in advance of the scheduled date of the event to be considered for co-sponsorship.**
4. **A member of the organization requesting co-sponsorship must be present at the meeting at which their proposal is heard.**
5. **Advertising:**
 - a. All advertising must state IRHC as a source of sponsorship by including the IRHC logo.
 - b. Fliers must be presented and displayed, at the cost of the organizing body, at every NYU residence hall involved at least two weeks before the event.
6. **IRHC will not subsidize any event at a rate greater than \$15 dollars per attendee. IRHC cannot fund more than 50% of an event's total budget.**
7. **Reimbursement checks will not be given to the sponsored organization until all receipts have been submitted to the Treasurer. Receipts for the use of IRHC money must be submitted to the Treasurer within two weeks of the events date, unless extenuating circumstances apply. Unused IRHC money will need to be returned within one week of the event.**
8. **The IRHC Co-Sponsorship Committee will not co-sponsor non-residential organizations which have or will receive funding from one or more individual hall councils.**
9. **If the above regulations are not followed, the organizing body will be ineligible for funding from IRHC for two full semesters.**