Rutgers College Governing Association

Social & Cultural Affairs Committee
Application for:
CO-SPONSORSHIP

Questions?
Contact:
Susie Sachs, Co-Sponsorship Chair
ssachs@eden.rutgers.edu

Social & Cultural Affairs Committee
Process to apply for a co-sponsorship:
The Social & Cultural Affairs (SCA) committee offers co-sponsorships to registered Rutgers College Student Organizations and New Brunswick-wide organizations in a viewpoint-neutral manner and according to established legal precedent (this includes fraternities, sororities, club sports, etc). Co-sponsorships are monetary support in an amount not to exceed $250 provided for a cultural/social event or activity that will enhance student life at Rutgers College (final funding amounts are at the sole discretion of the SCA committee and RCGA). Co-sponsorships can be used towards advertising, refreshments, or any other aspects of the event cost as approved by RCGA allocations guidelines.

In order to adequately decide which organizations will receive support from this committee (as there is a limit to co-sponsorships per semester), the following process must be followed exactly:

STEP #1: A member of the organization must fill out the “Co-Sponsorship Application” (the last section of this packet) from the link found on the RCGA website at rcga.rutgers.edu. After completion, the application must be emailed to ssachs@eden.rutgers.edu. An itemized budget of the actual event, AS WELL AS, your group's budget for the current semester must be included with the application. The deadline for applications is Tuesday evening at midnight. This is to ensure ample time for the Social and Cultural Affairs (SCA) committee to review your application before the co-sponsorship hearing. A member of the SCA committee will contact you after the initial review to provide a meeting time for full review.
**STEP #2:** A member of your group, preferably the treasurer or event coordinator, must attend a co-sponsorship hearing, which will be held **before that Sunday, in room 438 of the Rutgers Student Center.** At the hearing, the details of the event will be reviewed with the group member. Upon SCA approval, the committee will write a bill for the approval of the RCGA at the next possible body meeting. *(Please note that the process of passing financial bills is 2 weeks in length. We ask that all groups plan accordingly.)* Organizations are asked to send a representative to the RCGA meeting when the bill is presented in order to answer any questions. One week later, your bill will be voted on and you will be notified as to the status of your co-sponsorship. Organizations are also urged to send a representative to the RCGA meeting during which the vote will take place. **RCGA meetings are held every Tuesday night in the Rutgers Student Center 411 ABC at 6:30 pm.**

**The last meeting at which SCA will consider a co-sponsorship will be Sunday November 19, 2006.**

Procedure must be followed in fairness to all groups and the proper amount of time must be allowed in order to review an application. **IT IS BECAUSE OF THIS THAT WE ASK YOU TO SUBMIT YOUR APPLICATIONS AS SOON AS POSSIBLE TO AVOID ANY COMPLICATIONS.**

**SCA RESERVES THE RIGHT TO REQUEST RECEIPTS (OR COPIES OF RECEIPTS) IN ORDER TO ENSURE PROPER USE OF ALLOCATED FUNDS**

**CO-SPONSORSHIP APPLICATION**

Name of Student Organization:

Organization’s Mission Statement:

Contact Information (Representative Name, Email, and Current Phone #):

Account Name and Number:

Name of Event:

Date/Time/Location(s) of Event:

Description of Event:

Total Amount Raised so Far:

Has your organization received an allotment/co-sponsorship before? If yes, when?

Purpose of previous allotment: ______________________________________________

**Event Budget:** *Please attach copy of itemized event budget and any other pertinent information.*

**Group Budget:** *Please attach copy of your group's budget for the Fall ’06 semester.*

**QUESTIONS?**

**CONTACT:**