CO-SPONSORSHIP GUIDELINES SHEET

- Only UC Riverside Student Organizations and Departments are eligible for Co-Sponsorship Opportunities (i.e. no senior thesis projects, individual proposals, etc. are eligible).
- Student Organizations and Departments must fill out the ASPB Co-Sponsorship Interest Form and turn it in before the appropriate deadlines.
- Organization must complete the entire written application, which includes the information sheet and the budget sheet.
- Event must be open and marketed to all UC Riverside students.
- ASPB will ***not*** be responsible for designing marketing, however, ASPB may grant funding for marketing.
- The ASPB logo and/or name must appear as a co-sponsor on all marketing materials promoting the event.
- All marketing will include a disclaimer stating: "ASPB Co-Sponsorship of this event does not constitute an endorsement of the views and opinions expressed."
- Organization must send a representative to present the event proposal to the board at an assigned date and time.
- After a co-sponsorship has been awarded, the organization must meet with the ASPB Chair/advisor to discuss the event and the funding for it. Failure to do so will result in ASPB retracting the funds that were awarded.
- Events will be evaluated for a Co-Sponsorship based on the organization's objectives to provide quality programming for undergraduate students' enrichment.
- The ASPB Board will review each organizations paper application and presentation as a whole. The board will then vote on each event to determine the exact fund allocations. Not all event proposals will receive a co-sponsorship award.
- An ASPB representative (s) will attend the co-sponsorship event.

If you have any questions, please contact the ASPB Chairperson Rollie Carencia at aspbrollie@gmail.com