Associated Students Program Board
University of California, Riverside
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CO – SPONSORSHIP INTEREST FORM

Student Organization / Campus Department Representative,

This year, the Associated Students Program Board (ASPB) will award $5,000 each quarter in programming co-sponsorships to a variety of student organizations and campus departments at the University of California, Riverside. This co-sponsorship will help fund programs that contribute to the vibrancy and diversity of the UC Riverside campus community.

If you are interested in applying for an ASPB co-sponsorship, begin by completing the attached application. At the beginning of the application, you will find a guidelines sheet. Please review this to ensure you are in compliance with all the co-sponsorship guidelines. You will then find an information sheet and a budget sheet. The information sheet will request basic information about your event. The budget sheet will require you to come up with a working budget for your program. Please make sure that the numbers you present in your budget sheet are accurate, as ASPB will refer to this when deciding the exact fund allocation. Keep in mind that the more information you present on the application, the easier it will be for ASPB to get a clear picture of your event. After you submit your application, ASPB will notify you in writing to confirm that the application was received.

After ASPB confirms that your application has been received, you will be asked to present your event proposal to the ASPB board. This is a chance for you to give an overview of your event to the board and for the board to clarify any questions they may have. You will receive an email with the date and time for you to come in and present. You must send a representative for your organization to give the presentation. If you are unable to present to the board, ASPB will have to deny your application for co-sponsorship. The presentation should be no more than 5 minutes. It should cover the following areas:

- An overview of your event (date, time location, etc.) and how it will benefit the UCR campus community.
- An overview of the budget. Please propose the co-sponsorship amount you are asking for and how that money will be used. Be as specific as possible.
- An overview of the marketing. As co-sponsors your event, we ask that you place our logo on all the marketing pieces of your event.

Here are the deadlines for co-sponsorship applications.

WINTER QUARTER Co-Sponsorships

For all Winter Quarter events, your applications are due on Monday, November 23rd by 4:30pm in the ASPB Office (HUB 111).

The ASPB Board will review each organization's application and presentation. The Board then votes on each event proposal to determine exact fund allocations. Not all event proposals will receive co-sponsorship awards. You will be notified by email regarding your co-sponsorship status. If your organization receives a co-sponsorship award, a representative from your organization must meet with ASPB Chair/Advisor to discuss the fund allocation. Even if your organization does not receive a co-sponsorship award, ASPB will be more than happy to lend our programming advice if needed.

We hope you have a successful event!

Rollie Carencia
Chairperson '09-'10
(951)827-3626