

Instructions for Application for University Sponsorship of a Registered Student Organization

First Page Instructions

The first page of the application is primarily intended for the appropriate dean or executive officer to be aware that his or her college, school, or division will be sponsoring the registered student organization. The statement at top provides a description and definition of what it means to be a sponsored student organization.

- Sponsorship is required for all registered student organizations engaged in student governance.
- Sponsorship may not be extended to groups involved in political or religious activities or in projects for private gain.
- Sponsorship is required for any organization that wishes to use a restricted trademark of The University of Texas at Austin.
- Sponsorship should only be extended if the organization's mission and activities are in accord with the mission of the sponsoring unit.

Name of Organization: Put the name of the Registered Student Organization. For example:
Communications Council

Name of Sponsoring Department/Agency: Put the name of the academic or administrative department, division, or agency. For example (for the above organization): *College of Communications*

What steps will be taken to supervise the activities of this organization that you propose to sponsor?

The dean or sponsoring department should explain how they are going to provide support, endorsement, supervision and the assumption of responsibility for the action and activities of the registered student organization. For example:

- *The sponsoring department/agency will provide a full-time faculty/staff advisors for the organization.*
- *The sponsoring department/agency will have oversight over the organization's budget and accounting.*
- *The sponsoring department/agency will approve and provide oversight for all activities and events of the organization.*
- *The advisor will meet regularly with the officers of the organization and a representative of the sponsoring department/agency will attend events and activities of the organization.*

Dean Approval: The dean/executive officer or their designee (individual with signature authority to sign on behalf of the dean/executive officer) must print their name, sign, and put the date of when the application was reviewed and approved.

For Example: Associate Dean, Assistant Dean, or Director (or other Code 1000 employee)

Second Page Instructions

The second page contains information about the registered student organization requesting sponsorship including the name and contact information for the organization, the purpose and activities of the organization, and the contact information and role of the advisor.

Name: Put the name of the primary authorized student representative (such as President, Chair, Captain) of the registered student organization seeking sponsorship.

Phone: Put the phone number of the primary authorized student representative of the registered student organization seeking sponsorship.

Email: Put the email address of the authorized student representative of the registered student organization seeking sponsorship.

rev. 9/26/08

Instructions for Application for University Sponsorship of a Registered Student Organization

Name of Organization: Again, put the name of the Registered Student Organization. For example:
Communications Council

1. What are the reasons for which your organization is seeking sponsorship? Provide an explanation for why the registered student organization is seeking sponsorship from an academic or administrative unit of the university. For example:

- *Communications Council serves as the official representative student government for the College of Communications.*
- *Communications Council is an integral part of ensuring student participation in institutional decision-making.*
- *Communications Council serves as a resource for and advocate of all undergraduate students enrolled in the college.*
- *Communications Council's mission and goals require fostering and maintaining a close working relationship with the college.*

2. What are your organization's major activities? Provide a list of the major objectives or activities of the registered student organization seeking sponsorship from the academic or administrative unit. For example:

- *Communications Council appoints students to serve on committees and other decision-making bodies of the college.*
- *Communications Council hosts professional development opportunities for students enrolled in the six departments of the college during each semester.*
- *Communications Council facilitates interactions between students, faculty, and staff in the college; represents the college at University events; and serves the city of Austin through our volunteer and community service outreach events.*
- *Major events include ARTiculate during Parent's Weekend, Transfer Student Social, Intramural Sports, Adopt-an-Acre, and Donuts with the Dean.*

3. What role does your advisor play? Provide an explanation from the authorized student representative perspective of how you work with your advisor. For example:

- *The officers regularly meet with the advisor before each meeting to discuss the agenda.*
- *The advisor aids the organization in navigating the bureaucratic processes associated with student travel, finances, and event planning.*
- *The advisor serves as a risk management resource for the organization and ensures we are aware of and follow the rules of the university.*

Authorized Representative: This line requires the UT EID, printed name, signature, and date signed for the authorized student representative listed at the top of page two.

Advisor's Approval: This line requires the UT EID, printed name, signature, and date signed for the faculty/staff advisor appointed by the sponsoring academic or administrative unit for the organization.

Name of Sponsoring Department/Agency: Again, put the name of the academic or administrative department, division, or agency. For example: *College of Communications*

Chair/Agency Director Approval: This line requires the printed name, signature, and date for the chair or director of the academic or administrative unit sponsoring the registered student organization. For example:

- A registered student organization sponsored by an academic **college** (such as Communications Council) would have the Associate Dean for Student Affairs sign.
- A registered student organization sponsored by an academic **department** (such as Kinesiology Club) would have the Chair of the Kinesiology and Health Education Department sign.

rev. 9/26/08