URI Student Senate Organizations
CO-SPONSORSHIP REQUEST

(Step-by-step directions for applying on reverse side)

**SPONSOR**: (organization allocating funds)

Organization name: ________________________________  Today’s date: _________________
Contact email address: ________________________________ Phone# ___________________
Campus address: _______________________________________________________________
President’s signature: ____________________________ Treasurer’s signature: ___________________

From (circle one) Cat. 127, co-sponsorship or Cat. 900 Fundraising  Amount: $______________

**CO-SPONSOR**: (organization receiving funds)

Organization name: ________________________________
Contact email address: ________________________________ Phone# ___________________
Campus address: _______________________________________________________________

To be deposited into the following: Cat.#________ amount: $______________
Cat.#________ amount: $______________
Cat.#________ amount: $______________

Purpose: ______________________________________________________________________
______________________________________________________________________________
(continue PURPOSE statement on additional paper, if necessary)

____________________________________  __________________
Finance Committee Chair  (date)

-----------------------------Do not write below this line-------------------------------

**Finance Committee Recommendation**: approved  deny

**Senate action**: approved  deny

Total amount requested: $______________  Total amount granted: $______________

(over—please)
Co-Sponsorship: Purpose for co-sponsorship request: ________________________________________

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________

If your request for co-sponsorship is under $500 and is with a Senate-recognized group,

- fill out the form
- make an appointment to meet with the Finance Chair

If the amount is over $500, OR the group is not Senate recognized,

- sign up to attend the next Finance meeting
- leave the COMPLETED form in the Finance Chair’s box or give to the Senate Coordinator
- then attend the Finance meeting.

Note: Co-sponsorships with non-Senate recognized organizations must go before the full Senate.

Once the request is approved, the Senate Accounts Clerk will transfer the money from your account to the account of the organization you are co-sponsoring. If your request is for a non-Student Senate recognized organization, the approved request must be attached to a payment order and delivered to the Senate Accounts office before a check can be cut. This money may not be transferred; a check must be made out to the outside organization. Remember, all co-sponsoring requests with outside organizations must be approved by the Finance Committee AND the Student Senate.

- Co-sponsorships are allowed only out of either your co-sponsorship or 900 lines of your account.
- No category transfers are allowed from Cat. 127 (co-sponsorship) into other lines of your budget.
- No co-sponsorships will be approved after the event in question has occurred—Plan Ahead!

Note: All paperwork for requests is due completed and turned in to the Finance Chair or Senate Coordinator NO LATER THAN NOON of the day of the meeting.

Paperwork turned in after the deadline will not be considered until the following week.