Honor Committee Co-Sponsorship Guidelines

OVERVIEW OF CO-SPONSORSHIP PURPOSE & GOALS

The Honor Committee seeks to promote positive interactions between students involved with Honor and students from all areas of the University. To this end, the Committee has made available funding for cosponsored events. These events fall loosely into four main categories (Cultural; Educational/Academic; Social; and Other). Additionally, the Honor Committee may be able to offer aid in planning, advertising, staffing, and/or executing events and believes that this sort of collaboration is especially beneficial for everyone involved.

The goals of the Honor Committee’s co-sponsorship program include:

- To facilitate positive interaction between Honor and various students around Grounds
- To improve and create new relationships between the Honor Committee and other students or student organizations, especially those who are traditionally underrepresented
- To increase the awareness of the benefits of the Honor System and the various policies and procedures of the Honor Committee
- To increase the awareness of ways to get involved with the Honor System
- To support and promote the endeavors of the University’s diverse student body to foster a united Community of Trust, by emphasizing community members’ shared ideals

APPLICATION & APPROVAL PROCESS

After reviewing these Co-Sponsorship Guidelines, please contact the Honor Committee’s Vice Chair for Community Relations (VCCR), Isabelle Edwards (ire3en@virginia.edu), to discuss how the Honor Committee can support your organization’s event or initiative. The VCCR may request an in-person (or virtual) meeting to best evaluate how to build an effective partnership.

If your co-sponsorship request includes a request for funds, please complete a Funding Application Form and submit it to the Vice Chair for Community Relations via email. The Funding Application Form can be found on page 4 of this document. Your Funding Application Form should demonstrate that you have planned and budgeted appropriately. Please also include an itemized budget as an attachment to the Funding Application Form. Further explanation and guidance for successfully completing the application form can be found below (Student Funding Program Application Guidelines).

Our goal is to build a deeper relationship between your organization and the Honor Committee. If you would like for Honor to provide an education presentation or facilitate a group discussion, please provide your organization’s General Body meeting times. If you think there would be a more appropriate way for Honor to present to or interact with your organization, please express your desire for an alternative arrangement to the VCCR.

The VCCR, in consultation with the Honor Committee Chair, will evaluate your funding application based on whether it effectively meets one or more of the Committee’s Co-Sponsorship program goals, as outlined above. If the VCCR and Chair approve your funding request, the VCCR will notify you of the amount of funding approved via email. Please allow up to two weeks from form submission to approval notification.

* These guidelines have been adapted from the VPSA’s guidelines at http://www.virginia.edu/vpsa/programawards/index.html
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After approval, please be sure to include the Honor logo in your marketing and promotional materials, as appropriate.

INSTRUCTIONS FOR DISBURSEMENT OF FUNDS AFTER APPROVAL

Money granted by the Honor Committee can only be disbursed via the Honor Committee’s fiscal administrator, and cannot be managed by the Office of the Vice President for Student Affairs or Office of the Dean of Students. If your organization has been granted funding from these offices, you must process the funding from the Honor Committee separately.

After your co-sponsorship request has been approved, the VCCR will submit the necessary information for payment processing. This process can take up to two weeks, so we suggest that your organization submits the required paperwork at least three weeks in advance of needing the funds. If the funds arrive after the date of the event, it is the responsibility of your organization’s treasurer to reimburse to the appropriate organization members.

Once the co-sponsorship form has been submitted for payment processing, Evan Pivonka, the Special Assistant to the Honor Committee, can provide updates on the status of the payment. Evan will notify the contact provided by on the co-sponsorship form when the check is available for pick-up. Alternatively, if your organization has an account with the UVA Fund, funds may or may not be direct-deposited into the account. If your check takes longer than expected, please be sure to check your account statements.

Evan Pivonka’s contact information is as follows:

Evan Pivonka, Special Assistant to the Honor Committee
Newcomb Hall, Room 479 (Monday-Friday, 8 AM to 4 PM)
Phone: (434) 924-7602
Email: elp4b@virginia.edu

If you have questions about reimbursement, contact the Vice Chair for Community Relations, Isabelle Edwards (ire3en@virginia.edu), or Evan Pivonka.

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STUDENT FUNDING PROGRAM APPLICATION FORM COMPLETION GUIDELINES
The following guidelines are intended to assist you in your completion of the Student Funding Program Application on page 4 of this document.

CONTACT INFORMATION: The individual completing the Student Funding Program Application should be your organization’s fiscal administrator (e.g., Treasurer or Co-Sponsorship Chair); if your organization does not have a delineated fiscal administrator, please list a member of the executive committee as your organization’s contact.

EVENT DESCRIPTION & CONNECTION TO HONOR COMMITTEE GOALS: The Vice Chair for Community Relations, along with the Chair, will evaluate your funding application based on whether it meets one or more of the goals of the Honor Committee’s co-sponsorship program on page 1 of this document.

ITEMIZED BUDGET
- The budget should present all expected income and expenses for your program or event.
- We cannot make grants or disburse funds if there will be a net profit to the organization.

SUPPLEMENTAL MATERIALS: You are welcome to submit supplemental materials to help us evaluate the program or event. Examples of useful supplemental materials may include:
  - A brief description of your organization, its history and purpose. This may be particularly useful for newer organizations.
  - A schedule or printed program
  - Examples of publicity materials

The maximum amount of funding per event is $500. Co-sponsorships are event-specific and may only be used to pay for pre-approved expenses for that event. Funds may not be used for ongoing operating expenses. Please note that there should be no expectation of continued or recurring funding for any specific event or type of event, regardless of its relative merit or success. A new application must be made for each event, and there may be different outcomes for similar proposals semester to semester or year to year, depending on a number of considerations.

The Honor Committee WILL NOT fund:
  - The purchase of alcohol
  - Ongoing operating funds for student organizations
  - Charitable donations (Fund raisers that benefit external 501(c)3 charitable organizations are the only exception to this rule.)

* These guidelines have been adapted from the VPSA’s guidelines at http://www.virginia.edu/vpsa/programawards/index.html
Student Organization: 

Purpose of the Organization: 

Event Title: 

Event Type (check one): ❑ Cultural ❑ Educational/Academic ❑ Social ❑ Other 

Contact Name: 
Position: 
Address: 
Phone: 
E-mail: 

Event Date & Time: 
Location: 
Rain Site: (If applicable) 

Total Request: $ (Maximum amount should be no more than $500) 

Make check payable to (cannot be a student, must be an organization): 

Event Description: 

What is the target audience / who will participate? 

How many attendees / participants are expected? 

How does this event fall within the co-sponsorship guidelines of the Honor Committee? 

Please Provide the Following Documents: (Feel free to include additional supplementary materials) 

❑ Itemized Budget List all projected expenses and fund sources. For details and a sample budget, see www.virginia.edu/vpsa/programawards. 

*Does this event involve food/meals, travel, performance or service contracts, honoraria, or gifts/awards? Certain restrictions and requirements apply to these and other expenses. See Co-Sponsorship Guidelines at www.virginia.edu/honor for details. 

For Office Use Only 

Award amount: $ 

Request received: 

Org previous YTD: $ 

Notice sent: 

Repts/inv revd: 

Transaction notes: 

Approved by: Honor Committee Chair (or designee) 

Date: 

Repts/inv deadline: 

(30 days from event date) 

Final total: $ 

Award closed: 