

Honor Committee Co-Sponsorship Guidelines

OVERVIEW OF CO-SPONSORSHIP PURPOSE

The Honor Committee seeks to promote positive interactions between students involved with Honor and students from all areas of the University, especially those groups traditionally underrepresented in the Support Officer Pool and on the Committee. To this end, the Committee has made available funding for co-sponsored 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 cooperation 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 in the Support Officer Pool and on the Committee
- To facilitate the exposure of students involved with Honor to new cultural experiences
- 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) to discuss how the Honor Committee can support your organization's event or initiative. The VCCR may request an in-person meeting to best evaluate how to build an effective partnership.

If your co-sponsorship request includes a request for funds, complete a Funding Application Form and submit it to the Vice Chair for Community Relations via email. It should demonstrate that you have planned and budgeted appropriately. Further explanation and guidance for successfully completing the application form can be found below (Student Funding Program Application Guidelines). The VCCR, in consultation with the Committee Chair, will evaluate your funding application based on whether it effectively addresses one or more of the Committee's Co-Sponsorship program goals, as outlined on the first page of this document. If the VCCR and Chair approve your funding request, the VCCR will notify you via email with a signed copy of the funding approval, including the final amount of funding approved. 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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INSTRUCTIONS FOR DISBURSEMENT OF FUNDS (If Requested) AFTER APPROVAL

Monies 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 reimbursement from the Honor Committee separately.

After the amount of money granted by the Committee has been spent, the organization must save its receipts and submit them to Mary White, Secretary to the Honor Committee; if your organization is requesting non-itemized funds (funds not connected to a specific, itemized receipt) your fiscal administrator or listed contact must contact Mary White in order to receive disbursement. Mrs. White's contact information may be found below:

Mary White, Secretary to the Honor and Judiciary Committees
Newcomb Hall, Room 468 (Monday-Friday, 8 AM to 4 PM)
Phone: 434-924-7601
Email: mtw8z@virginia.edu

All receipts and disbursement requests must be submitted within 30 days of the event to ensure reimbursement. Please allow up to two weeks for disbursement of funds from the time of submission of receipts.

If you have questions about reimbursement, contact the Vice Chair for Community Relations or Mrs. Mary White.

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STUDENT FUNDING PROGRAM APPLICATION FORM COMPLETION GUIDELINES

CONTACT INFORMATION: The individual completing the Student Funding Program Application should be that organization's fiscal administrator (such as the Treasurer or Co-Sponsorship Chair); if the organization does not have a delineated fiscal administrator, the organization must list a member of executive committee as their 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 addresses one or more of the goals of the Honor Committee's co-sponsorship program (found on the first page of this document). Remember that the relative merit of the event and your ability to successfully bring it to fruition will be judged to some extent by the care and preparation reflected in your application form.

BUDGET

- The budget should present all expected income and expenses for your program or event.
- We generally grant funds for specific line items. After the award is made, we work with you and can often be flexible on the items we cover, but sometimes our hands are tied depending on the amount of money, the type of commodities or services purchased, and other variables.
- 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 funds 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 availability of funds, equity across the University community, etc.

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.)