

Honor Committee Co-Sponsorship Guidelines

Revised April 2024



OVERVIEW OF CO-SPONSORSHIP PURPOSE AND 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 Operations (VCO), Thomas Ackleson (zsg8zq@virginia.edu), at least 7 days to the event to discuss how the Honor Committee can support your organization's event or initiative. Retroactive requests for funding after an event has occurred will also be considered. The VCO may reach out for additional information or request an in-person (or virtual) meeting to evaluate best how to build an effective partnership.

If your co-sponsorship request includes a request for funds, please complete the following Co-Sponsorship Request Form. The Co-Sponsorship Request Form can be found at honor.virginia.edu/co-sponsorships. Your Co-Sponsorship Request Form should demonstrate that you have planned and budgeted appropriately. Please also include an itemized budget of costs and income as an attachment to the Co-Sponsorship Request Form. Further explanation and guidance for successfully completing the request form can be found below.

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 VCO.

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

POST-APPROVAL REQUIREMENTS

If the co-sponsorship request is approved, the student organization will:

- Include the Honor logo on marketing and promotional materials, as appropriate.
- Take pictures of the event (to be shared on Honor Committee communications and marketing).
- Re-share all Honor Committee events or information on social media and to group members during the semester that it received the co-sponsorship funds.

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.

If you have questions about reimbursement, contact the VCO, Thomas Ackleson (zsg8zq@virginia.edu), or Evan Pivonka (elp4b@virginia.edu).

CO-SPONSORSHIP REQUEST FORM COMPLETION GUIDELINES

The following guidelines are intended to assist you in your completion of the online Co-Sponsorship Request Form. For a physical, printed copy of the request form, please email the VCO.

CONTACT INFORMATION

The individual completing the Co-Sponsorship Request Form 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 VCO, along with the Chair, will evaluate your funding request based on whether it meets at least two of the Honor Committee's co-sponsorship program goals on this document.

ITEMIZED BUDGET

- The budget should present all expected income and expenses for your program or event, including other grants.
- We cannot make grants or disburse funds if there will be a net profit to the organization.
- A template of the budget can be found at honor.virginia.edu/co-sponsorships.

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 communication materials (social media, marketing materials, etc.)

PROHIBITED FUNDING

- The purchase of alcohol
- Ongoing operating funds for student organizations
- Charitable donations (Fundraisers that benefit external 501(c)3 charitable organizations are the only exception to this rule.)
- More than one co-sponsorship per student organization each semester

The maximum amount for direct funding is \$500 per event. However, co-sponsorships that exceed \$500 can be considered on a limited basis. Those that exceed the direct maximum will be presented to the Honor Executive Committee, where a majority vote will approve the funding request. 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 request form submission 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.