GSSF CO-SPONSORSHIP FORM
Student Services Finance Committee
Room 4301 ● 333 East Campus Mall ● 265-9020
SSFC Chair ssfc@asm.wisc.edu

Funded in part by an Associated Students of Madison viewpoint neutral grant. Contact request@asm.wisc.edu for accommodation information.

Reminder: This form must be submitted via the Co-Sponsorship Request Form to the SSFC Chair. Co-Sponsorships must be completed at least 3 weeks before the event or program. Requests submitted less than three weeks prior to a purchase are not considered.

Organization Name _____ Submission Date_____

Organization Contact Name (must be an authorized signer) _____

Organization Contact E-mail Address_____

Phone Number_____

SSFC Chair Signature _____(date) Approved_____ Denied _____

This form should be used for any program in which a collaborating organization or department is involved, even if the event is already listed in a partnering GSSF organization's budget.

Groups are only considered Co-Sponsors to an event if they are contributing financial resources, which include paid staff time or advertising.

Keep in mind:

- GSSF organizations are strictly prohibited from re-allocating segregated university fees to other organizations.
    - In other words, a GSSF organization cannot decide to give unused funds to another organization through the Co-Sponsorship of an event or program.
- The SSFC encourages collaboration but must also ensure that organizations pay their own portion of bills and contribute in meaningful ways to an event or program.

To Complete This Form

- Please complete the information at the top of Page 1
- Please complete ALL of Page 2
- Please complete ALL of Page 3
- Please submit via the GSSF Submission Form
- Once approved or denied, the SSFC Chair or a delegate will email you a confirmation of the decision and forward the confirmation of the decision to the GSSF Program Specialist.

If you encounter questions, comments, or concerns, please contact:

SSFC Chair: ssfc@asm.wisc.edu
SSFC Funding Advisor – Elena Quintero: elena.quintero@wisc.edu

Please provide the following information so that the SSFC Chair can carefully and effectively evaluate your Co-Sponsorship Request:

Event Name:

Event Date(s):

Name of Group:

Primary Contact from Group:

Phone & Email of Primary Contact:

Category & Event Name in Approved GSSF Budget Spreadsheet:

Total Amount of Fund Contributed by Group:

Total Amount of Organizing/Planning Time Contributed by Group (in hours):

Please explain the types of tasks being done to help with the organizing/planning:

Please list the collaborating organizations/departments:
(you can add or remove organizations as necessary, just make sure the budget worksheet below reflects how many are added or removed)

1. Organization Name:
    a. Contact Name:
    b. Contact Email:
    c. Contact Phone:
    d. Financial Contribution:
2. Organization Name:
    a. Contact Name:
    b. Contact Email:
    c. Contact Phone:
    d. Financial Contribution:
3. Organization Name:
    a. Contact Name:
    b. Contact Email:
    c. Contact Phone:
    d. Financial Contribution:

Budget Work Sheet

Category	Your Organization	Collaborating Org. #1	Collaborating Org. # 2	Collaborating Org. # 3	Total
Honoraria/Fees	$	$	$	$	$
Transportation	$	$	$	$	$
Lodging	$	$	$	$	$
Supplies	$	$	$	$	$
Advertising	$	$	$	$	$
Equipment Rental	$	$	$	$	$
Food	$	$	$	$	$
Other	$	$	$	$	$
Other	$	$	$	$	$
Total	$	$	$	$	$

Please process all required business forms and paperwork at least 2 days prior to the contribution of any GSSF financial resources including paid staff time.