

Number: Op13

Category: Operations

Responsibility: President, Vice President Campus Affairs

Purpose: The purpose of this policy is to create guidelines and a framework for Algoma University Students' Union to form productive sponsorships and donations relationships that comply with the initiative of the union.

Scope: This policy applies to executive and all who are involved in any aspects of approving or acquiring sponsorships or donations from Algoma University Students Union.

Request Form

- 1 Sponsorship and donation request form must be submitted to Algoma University Students' Union office.
 - a. Must be submitted one month before the event to give the AUSU board sufficient time to review request before the funding is needed.
 - b. Sponsorship/ donation request form must be fully completed.
 - c. Sponsorship/donation requests must be reviewed by the executive board and brought to vote.
 - i. Board members must declare conflicts of interest. Those who have conflicts of interest will not be eligible to vote.

Eligibility

- 2 Eligibility will be review on the basis of:
 - a. The objectives of the organization must comply with the objectives and initiatives of AUSU. If the objectives of the organization do not comply with the objectives and initiatives of AUSU the organization will not be eligible for funding.
 - b. The best interest of the membership of AUSU should be kept in mind while reviewing eligibility.
 - c. The candidate for sponsorship or donation is required to fulfill the burden of proof by providing the required information. Failure to provide the required information will result in a candidate being ineligible.

Monetary Donations

- 3 A financial contribution with no reciprocal benefit shall be considered a donation;

Sponsorships

- 4 Any contribution that pays for or assists with the costs of an event in return for advertising and promotions of AUSU shall be considered a sponsorship

Contract

All sponsorships will require those seeking sponsorship to sign a contract to ensure the promised advertising is provided and the terms of the agreement are met. Breach of contract or violation of terms of agreement will result in either withdrawal.