



# OFFICE OF STUDENT LIFE

## Sponsored Student Organization Agreement

Attached to these instructions is the Sponsored Student Organization (SSO) Agreement. These instructions are provided for informational purposes and to instruct organizations on what the Office of Student Life requests from you in order to obtain sponsored student organization status. The SSO Agreement, completed/updated annually, contains the terms of the relationship between your student organization, the University of Michigan-Dearborn department sponsoring your organization, and the University of Michigan-Dearborn. In order to complete the SSO Agreement, please follow the instructions below:

1. Please carefully review the SSO Agreement in its entirety.
2. Please review and complete (by answering each question on) Section A - Mission Alignment in the Organization Sponsorship Worksheet.
3. Please review and complete (by answering each question on) Section B - Sponsoring Unit Advisor in the Organization Sponsorship Worksheet.
4. Please review and complete (by answering each question on) Section C - Fiscal Accountability, Management, and Contracts in the Organization Sponsorship Worksheet
5. Please review and complete (by answering each question on) Section D - Risk Management, Insurance, and Travel in the Organization Sponsorship Worksheet.
6. Please review and complete (by answering each question on) Section E - Branding, Logos, and Communication in the Organization Sponsorship Worksheet.
7. Please review and complete (by answering each question on) Section F - Student Organization Standards of Conduct & Judicial Process in the Organization Sponsorship Worksheet.
8. Once all Sections in the worksheet have been completed, please sign the SSO Agreement and return it as indicated below:
  - a. **Re-registering a previously sponsored student organization:** Upload the completed document in Victors Link during registration.
  - b. **New sponsored student organization:** Submit the completed document to the Office of Student Life via the appropriate form on Victors Link.

Please note that the Sections will be incorporated into and be a part of the Sponsored Student Organization Agreement. If you have any questions regarding the Sponsored Student Organization Agreement or corresponding Sections, please contact the Office of Student Life's Student Organization Consultants at [orgconsultants@umich.edu](mailto:orgconsultants@umich.edu).



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## INTRODUCTION

- A. Through sponsorship, the University of Michigan-Dearborn (the “University”) gives its units/departments/etc. (“units”) the chance to align with student organizations in order to actively contribute to the cultural, social and academic life on campus and enhance the student experience at the University. Through the sponsoring relationship, the sponsoring unit and student organization are, together, making the UM-Dearborn experience meaningful.
  
- B. Sponsored status for an organization is a statement of recognition by a University unit that the student organization is a key element in helping the University and the sponsoring unit realize its mission. The sponsored student organization (the “SSO”) acknowledges that it is a representative of the University and, as a representative, is required to follow all policies, regulations, and laws applicable to the University. Correspondingly, both the University and the SSO will adhere to the conditions outlined below.
  - a. The SSO will conduct itself with a high level of accountability, transparency, integrity, and responsibility.
  - b. The sponsoring unit will recognize the value of student leadership, providing appropriate student agency in decision making for the organization
  - c. The sponsoring unit may need to be involved, at times, in decision making to maintain organization and department stability and continuity.
  - d. The sponsoring unit acknowledges that all decisions in which the sponsoring unit is involved should be reached in partnership with the student leadership, and always with a student-centered focus.
  - e. Pursuant to this Sponsorship Agreement (this “Agreement”), the University via the sponsoring unit and the Office of Student Life will make available to the SSO certain resources in order to allow the SSO to fulfill its mission and obtain its goals in conjunction with the University’s principles.
  
- C. This Agreement sets forth (a) the rights and obligations of the University, the SSO and the sponsoring unit (the “Sponsoring Unit”), (b) the University’s expectations for each the Sponsoring Unit and the SSO, and (c) the Sponsoring Unit’s and the SSO’s expectations of each other.



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## AGREEMENT

In order to establish the rights and obligations of the University, the organization seeking sponsorship and the Sponsoring Unit, (the parties to this Agreement) agree as follows:

**Section 1.** Overview of Sponsorship; Mission Alignment. In order to demonstrate mission alignment of the SSO and the Sponsoring Unit, the SSO and Sponsoring Unit shall set forth their respective mission and goals in Section 1 of the Organization Sponsorship Worksheet, attached to this agreement.

**Section 2.** Sponsoring Unit Advisor. The Sponsoring Unit will designate a faculty or staff member to be an advisor of the SSO (the “Sponsoring Unit Advisor”), on behalf of the sponsoring unit. The Sponsoring Unit Advisor will be responsible for coaching, supporting, mentoring, overseeing, and challenging the SSO – and in certain circumstances, high-level decision making. The advisor of the SSO will not typically be responsible for the day-to-day management of the SSO. Section 2 of the Organization Sponsorship Worksheet, attached to this agreement, sets forth the name and various other details of the Sponsoring Unit Advisor.

**Section 3.** Fiscal Accountability, Management, and Contracts. The Sponsoring Unit and the SSO will be responsible for all financial obligations taken on by the SSO. The Sponsoring Unit will (a) maintain oversight of the SSO’s financial processes and procedures and (b) observe and abide by the University’s policies regarding contracts. The SSO is not entitled to and will not sign any contracts on behalf of the SSO, the Sponsoring Unit, or the University. The Sponsoring Unit will adhere to its own departmental procedures and University procedures when working with contracts, and should questions arise should consult the Office of Student Life. If applicable, the Sponsoring Unit shall be responsible for accepting tax-deductible gifts on behalf of the SSO. Section 3 of the Organization Sponsorship Worksheet, attached to this Agreement outlines how the Sponsoring Unit and the SSO will maintain appropriate policies and procedures regarding the financial management of, and acceptance of tax-deductible gifts on behalf of, the SSO.

**Section 4.** Risk Management, Insurance, and Travel. The Sponsoring Unit will be responsible for all activities hosted by the SSO, including, but not limited to, events (both on and off campus), SSO travel, and any other hosting or promoting done by the SSO. The SSO will be entitled to certain insurance protections under the University’s insurance policies for sanctioned organization activities. Section 4 of the Organization Sponsorship Worksheet, attached to this Agreement sets forth the SSO’s risk management, insurance, and travel policies and procedures.

**Section 5.** Branding, Logos, and Communication. The Sponsoring Unit and SSO acknowledge that the University has valuable trademarks and has a duty to protect the use of such marks, whether in publicity, promotions, imprints, giveaways or any other use. As a result, Section 5 of the Organization Sponsorship Worksheet, attached to this Agreement sets forth the SSO’s policies and procedures regarding the protection of University marks, brands and logos and other publications regarding the University. In completing Section 5, please also consult the External Relations policy on Sponsored Organization logo usage.



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**Section 6.** Student Organization Standards of Conduct and Judicial Process. The SSO acknowledges that all University recognized student organizations must adhere to the Student Code of Conduct and all established University policies and laws which affect student organizations. When applicable, the SSO will comply with the [Policy on Minors Involved in University Sponsored Programs or Programs Held in University Facilities](http://spg.umich.edu/policy/601.34) set forth at <http://spg.umich.edu/policy/601.34>. All complaints filed against the SSO as a violation of university standards or policies will be managed by the Office of Student Life, the non-academic conduct officer, or their appropriate designee. However, all complaints regarding the Sponsorship Agreement or the relationship between the SSO and the Sponsoring Unit will be managed by the Sponsoring Unit. Section 6 of the Organization Sponsorship Worksheet, attached to this Agreement sets forth the process that has been developed by the SSO and Sponsoring Unit to address any complaints regarding the sponsorship.

**Section 7.** Entire Agreement. This Agreement, together with the Sections in the attached Organization Sponsorship Worksheet constitute the full and entire understanding and agreement among the parties with regard to the subjects contained in this Agreement, and no party will be liable or bound to any other party in any manner by any oral or written representations, warranties, covenants and agreements except as specifically set forth in this Agreement. This agreement shall be updated and submitted to the Office of Student Life annually.

**Section 8.** Amendments and Waivers. Any term or provision of this Agreement may be amended or waived, either retroactively or prospectively and either generally or in a particular instance, only with the written consent of the parties to this Agreement.



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## **Organization Sponsorship Worksheet**

### **1. Mission Alignment**

- a. Please list the mission of the organization and the sponsoring unit and describe how the missions align.
- b. Please describe how the sponsorship will be mutually beneficial for the sponsoring unit and the organization.
- c. Please provide three to six goals the Sponsoring Unit and the SSO will work together to achieve this year.
- d. How will the Sponsoring Unit support the SSO's membership with meaningful student development?

### **2. Sponsoring Unit**

- a. Please provide the following
  - i. Sponsoring Unit Advisor Name
  - ii. Title:
  - iii. Email:
  - iv. Phone:
  - v. Campus Address:
  - vi. Space, if provided:
  - vii. Administrative support (other than advising) provided: (budget, access to copy/fax machine, office supplies, access to labs, etc.)
- b. Please outline the role the Sponsoring Unit Advisor will have when working with the SSO.
- c. Please set forth the frequency with which the Sponsoring Unit Advisor and the SSO will meet.

*\*\*If the Sponsoring Unit Advisor changes during the year, the Office of Student Life must be notified of the change\*\**

### **3. Resources: Fiscal Accountability, Management, and Contracts**

- a. Please set forth the amount of financial support provided by the Sponsoring Unit, if applicable.
- b. Please outline how the Sponsoring Unit and the SSO will maintain appropriate policies and procedures regarding the financial management of the SSO. This should outline how budgetary sponsorship will be managed (what type of account, how remaining funds after the fiscal year will be handled, etc.)
- c. Please outline the process the Sponsoring Unit has established for the SSO to accept any tax-deductible gifts (personal donations, grants, sponsored projects, etc). If necessary, please consult with Institutional Advancement for assistance.
- d. Please set forth the budget review process of the SSO and how the Sponsoring Unit and the SSO will maintain the budget of the SSO.
- e. Please set forth the process of reviewing and approving any contracts.

### **4. Risk Management, Insurance and Travel**

- a. Please set forth the processes created to minimize the risk of the SSO's activities and events.



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- b. Please set forth the procedures the Sponsoring Unit and SSO have established regarding SSO travel.
  - c. Please set forth the procedure for contacting Risk Management in the event the SSO needs to file a claim.
- 5. Resources: Branding, Logos and Communication**
- a. Please set forth how the Sponsoring Unit and the SSO will ensure that the SSO complies with the guidelines outlined by the Office of External Relations in the University Logos and Trademarks Policies.
  - b. Please set forth the guidelines for the SSO regarding use of University departmental logos.
- 6. Student Organization Standards of Conduct & Judicial Process**
- a. After reviewing the student code of conduct, relevant student organization policies, and in understanding the Sponsoring Unit's role in the SSO's accountability, please set forth the process that has been developed to address any complaints regarding the sponsorship.

### Acknowledgment

**By signing the agreement below I understand and agree to all University policies and Student Organization Sponsorship guidelines as outlined in this Agreement and the attached Organization Sponsorship Worksheet.**

**Organization Name:** \_\_\_\_\_

**Department/Unit Sponsoring:** \_\_\_\_\_

_____ <i>Signature of Sponsoring Unit Authority</i>	_____ <i>Printed Name &amp; Title of Sponsoring Unit Authority</i>	_____ <i>Date</i>
_____ <i>Signature of Sponsoring Unit Advisor</i>	_____ <i>Printed Name of Sponsoring Unit Advisor</i>	_____ <i>Date</i>
_____ <i>Signature of Sponsored Student Organization Representative (Authorized Signer)</i>	_____ <i>Printed Name of Sponsored Student Organization Representative (Authorized Signer)</i>	_____ <i>Date</i>