

The policies of the Associated Students Incorporated are in compliance with the regulations of California State Polytechnic University, Pomona, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.

Department: Administration Office

Policy Category: Accounting

Subject: Sponsorship and Partnership Policy

Objective: To provide policies for sponsorships and partnerships with departments, organizations and businesses that are external to ASI to effectively harness pooled resources and formally confirm the terms and benefits of the sponsorship and partnership.

Legal Basis: None

Policy Statement: It is ASI's policy to enter into sponsorships or partnerships that provide opportunities for combining ASI's resources with departments, organizations and business entities that are external to ASI. These sponsorships and partnerships support the mission of ASI and create opportunities for mutual advantages and benefits to all entities involved.

As an auxiliary to the University, ASI frequently enters into partnerships with clubs, organizations, and departments in support of programs and services for students and campus constituencies. ASI also enters into partnerships with external organizations with respect to endeavors that contribute to the mission of ASI. These joint endeavors are to be documented through the Partnership Agreement Form and the Sponsorship Agreement Form in order to document the responsibilities of ASI and their partners to ensure:

- 1) That the allocation of resources to implement the partnership/sponsorship is within approved ASI budgets.



- 2) Compliance with prescribed approval process.
- 3) Appropriate documentation for reporting, assessment and audit purposes.
- 4) To protect the financial and legal interests of ASI

Definitions

Sponsorships

- 1) ASI commits to being a sponsor in name only and takes no legal responsibility for the event or program
- 2) ASI retains no rights or responsibilities to the event's management or oversight
- 3) ASI transfers funds to a club or department's account for a specific program or event

Partnerships

- 1) ASI commits in writing to a collaboration between the other department, club, or organization with the responsibilities clearly defined
- 2) ASI is fully involved with the management and oversight of the event or program
- 3) ASI will be named on all marketing and included as additional insured, held harmless and indemnified by the partner and any other contracted vendors involved with the program

Authorization and Approval

All ASI sponsorships and partnerships need prior authorization and approval to ensure that the endeavor is aligned with ASI's mission that adequate budget resources are available, and that the appropriate risk assessment has been conducted. This applies to both dollar and in-kind commitments toward sponsorships and partnerships.

Authorization to enter into agreements with student clubs and organizations shall be signed by the Director of the ASI department entering into the agreement. Agreements between the Student Government and another group shall be signed by the ASI President and the ASI Executive Director/designee.

Authorization to enter into all agreements with entities other than campus student clubs and organizations shall be approved in writing by the ASI Executive Director/designee.

A copy of all signed partnership and ~~ee~~-sponsorship agreements must be submitted and kept on file in the ASI Executive Director's or Director's Office, as appropriate.

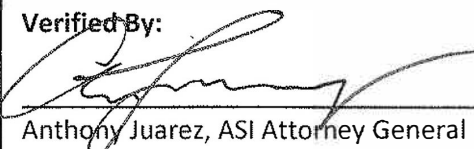
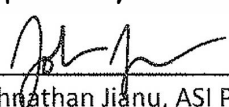
Implementing Procedures:

The ASI student or staff member seeking to enter into a partnership or sponsorship shall first meet with their supervisor/advisor to discuss the idea. If it is determined that the partnership falls within the mission of ASI and there are adequate resources to enter into an agreement, the ASI representatives must classify the partner in one of the following four categories and obtain the appropriate approval prior to making any commitments on behalf of the organization.

Category	Definition	ASI Signature
Student Clubs and Organizations	All chartered Cal Poly Pomona University student-run clubs and organizations that have a documented faculty/staff advisor.	ASI Director of Sponsoring Department (less than \$1,000) ASI Executive Director/Designee (\$1,000 and up)
Campus Departments and Organizations	All University and auxiliary/affiliate departments and campus organizations	ASI Director of Sponsoring Department (less than \$1,000) ASI Executive Director/Designee (\$1,000 and up)
Other Universities	Any 2-year or 4-year accredited institution of higher education other than Cal Poly Pomona.	ASI Executive Director/Designee
Other Non-Profit Organizations/Businesses/Corporations	All 501 C-3 organizations, agencies and business entities not falling in one of the above defined categories.	ASI Executive Director/Designee

The Partnership Agreement Form must be completed prior to the execution of the program or service for classifications A, B, or C. In lieu of the Partnership Agreement, a formal contract - reviewed by ASI Legal Counsel – must be used for all D classifications. D classifications may represent a significant financial or legal risk to the corporation.

The ASI representative and their supervisor shall meet with the partner to mutually complete the Partnership Agreement Form together. All partnerships and sponsorships must be documented and signed by the authorized ASI representative and the partner.

FOR ASI USE ONLY:	
ASI Senate Approval Date:	<u>1/12/2012</u>
Verified By:	
	<u>1/18/2012</u>
Anthony Juarez, ASI Attorney General	Date
Approved By:	
	<u>1/18/2012</u>
Johnathan Jianu, ASI President	Date