Collaboration Agreement

Use this form to setup a collaborative agreement with SUB - we want to help you put on the best events you can - and we want your help also!

Policies and Guidelines

Definition of Collaboration: A mutually beneficial well-defined relationship between two or more organizations to achieve common goals. Collaboration is the process of various groups or individuals working together and typically involves joint planning, shared duties, shared resources, and a shared understanding of issues and goals.

Guidelines for Collaboration

The completed document should be put forth at the latest on the Friday five weeks prior to the event. (Example: If your event is on October 13th, you need to have the collaboration form submitted by September 3rd, by midnight.)

Organizational Collaboration

Organizational Collaboration is available to departments and/or RSO's who are in good standing with the Student Involvement and Leadership Center (SILC)

Organizational Collaboration is explicitly limited to funding of events open to all Missouri S&T students and, if granted, cannot be used for the acquisition of office equipment, organizational expenses, recovery from debt, or other expenses not pertinent to the single event for which funding is granted.

Requests for Organizational Collaboration must be submitted according to the conditions and specifications established by SUB in accordance to collaboration application guidelines, with the approval of the executive board at an approved application proposal meeting, and a final vote by the Board of Directors.

The maximum amount granted to any organization should not exceed $\frac{1}{2}$ of the total budgeted deficit the organization will incur as a result of holding the event.

The executive board reserves the right to fund more than 1/2 of the budgeted cost, at their discretion – typically only for campus-wide events.

Any department and/or RSO receiving funding must include the SUB logo on all promotional materials for the funded event. Allocated monies cannot be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of political candidates and/or campaigns. Allocated monies cannot be expended for any activity contrary to the University policy, rules, or procedures and/or applicable state and federal law.

Unless the requirements outlined by the SAFB code are met, and the board approves, SUB cannot financially support events which receive EFC funding.

The organization requesting collaboration has the option of attending a Board of Directors meeting of the Student Union Board (to be established by the SUB President) and make a formal proposal in front of the Board providing the following:

Cost of the event and how much, if any, your organization is requesting from SUB;
Reasons for approaching SUB for collaboration;
Detailed list of duties that each organization is responsible for taking part in;
Other funding sources your organization is seeking.

The SUB Executive Board will vote to accept or reject the collaboration at their weekly meeting. If approved, the Board of Directors will vote on the collaboration at the following BoD meeting.

SUB and the requesting organization will then sign the Collaboration Contract.

The requesting organization will be obligated to follow all formal SUB procedures in planning an event and any and all contracts must be cleared by SUB.

Terms and Conditions [Required]
I have read the previous page and agree to the policies and terms of condition. Failure to agree to these terms and conditions may result in non-consideration for a collaboration.

Valid input:
- Select only one choice.

[ ] I Agree

Failure to accept the policies

If you are seeing this page, you failed to check the agreement to the policies of this form. If you have questions regarding the policies, please email sub@mst.edu or speak to a Board of Directors member in the SUB office, 222 Havener Center, located inside of the Student Involvement and Leadership Center.

Collaboration Proposal Form - General Information

As described on the previous page, proposals must be submitted via OrgSync, email, or to the SUB office by no later than five weeks prior to the date of event. Once the form has been submitted, the SUB Executive Board will review the proposal, and will contact you regarding the proposal. Upon contact, you will be invited to attend the SUB Board of Directors meeting, where you will be able to discuss your proposal and answer any questions that the board may have.

Please bring any additional materials to be presented and be prepared to answer additional questions.
Contact Information [Required]
Please verify the information is correct
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:
Middle initial:
Last name:
Email address:
Phone number:
Address:
City:
State:
ZIP:

Organization/Office [Required]

Type of Event/Event Name [Required]

Brief Description of the Event [Required]
Please briefly describe the event

Event Date [Required]
Please input the event date in the following format: (mm/dd/yyyy).

Event Location
If a location is yet to be determined please respond leave the box blank.

Committee Collaboration

SUB committee you wish to collaborate with [Required]

[  ] Campus Traditions
[  ] Comedy
[  ] Concerts
[  ] Cinema
[  ] Leisure & Recreation
[  ] Outdoor Activities & Rentals (OAR)
[  ] Diversity & Outreach (D&O)
[  ] General

Event Specifics

Projected Attendance

Length of Event

Intended location of event (if known)

What is the expected role of SUB for this event: (Programming, Promotional, Other) [Required]
What is the expected role of your organization for this event [Required]

Finances

Projected Total Cost of the Event [Required]

Amount Requested From SUB (upto 50%) [Required]

Is this event ticketed [Required]
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

Other sources of funding (e.g. sponsors, etc) [Required]

Tickets

Student Ticket Price [Required]

Public Ticket Price [Required]

Approval

Upon the presentation of your proposal, the SUB Executive Board will take up to two weeks to vote and discuss the proposal with the Board of Directors. Your organization will receive notice of the decision following this time. For additional questions please inquire via email at sub@mst.edu.