



2010 -2011 EGSA Co-Sponsorship Program

I. Eligibility

- Only UCLA Student Organizations or HSSEAS Graduate Students can apply for EGSA co-Sponsorship.
- Eligible Events
 - Events must cater primarily to HSSEAS Graduate Students.
 - Conferences, seminars, workshops, social events, outreach events, cultural events, and networking events are all eligible for EGSA co-Sponsorship. Intramural teams must apply through a separate process.
 - Only planned events with detailed cost breakdowns will be considered.
- Support
 - Full or partial funding is never guaranteed.
 - No retroactive support may be issued; EGSA co-sponsorship must be approved by EGSA board prior to the event for reimbursements to be processed
 - No organization/individual may request more than \$500 in any academic year.
- Co-sponsorship
 - Organizations requesting funding from EGSA must also co-sponsor the event using their own organization funds. The co-sponsorship must be a minimum of 10% of the amount requested to EGSA. Individuals seeking EGSA co-Sponsorship are exempt from this requirement.
- Items that will not be funded
 - Non instantiated amounts (miscellaneous or other or unplanned expenses)
 - Reimbursements not pre-approved by the EGSA board

II. Timeline

- For EGSA Board Proposals
 - Allow at least 4 weeks prior to the date of the event for the approval process.

III. Obligations

- Before Approval
 - Create detailed budget.
 - Submit the [EGSA co-Sponsorship form](http://sl.bruinegsa.org/sponsorship-request) (http://sl.bruinegsa.org/sponsorship-request) at least **28 days (minimum) prior** to the date of the event. Requests made with less than 28 days to the event date may result in denial of the funding request.

- After Approval but Before Event
 - Send to the EGSA Secretary (secretary@bruinegsa.org) details of the event to be added to EGSA website and advertisements.
 - Display the EGSA logo in accordance with the terms and conditions of the [EGSA co-Sponsorship Agreement](http://sl.bruinegsa.org/sponsor-agreement) (<http://sl.bruinegsa.org/sponsor-agreement>), including prominent display of the EGSA logo on any promotional materials and at the proposed event.
- After Event
 - The group or organization must also submit all invoices and receipts (original) within three (3) business days after the funded activity. This must be done by filling the [EGSA Reimbursement form](http://sl.bruinegsa.org/sponsor-reimbursement) (<http://sl.bruinegsa.org/sponsor-reimbursement>) and following the instructions after submitting the form.
 - Submit a copy of the event sign-in sheet. At a minimum, the sign-in sheet must include: name, department, and if the person is graduate or undergraduate student. See the [Sample Sign-in Sheet](http://sl.bruinegsa.org/sponsor-signinsheet) (<http://sl.bruinegsa.org/sponsor-signinsheet>)
 - Fill out the [EGSA Event Evaluation form](http://sl.bruinegsa.org/sponsor-eventevaluation) (<http://sl.bruinegsa.org/sponsor-eventevaluation>) and submit copies of all promotional material for the event to the EGSA Secretary within 3 days after the conclusion of the event. You may also email pictures from the event to EGSA (secretary@bruinegsa.org).
- If these obligations are not met, funding may be withdrawn.

IV. To Request Funds

- Completely fill out the [EGSA co-Sponsorship Form](http://sl.bruinegsa.org/sponsorship-request) (<http://sl.bruinegsa.org/sponsorship-request>).

V. Fund Approval Process

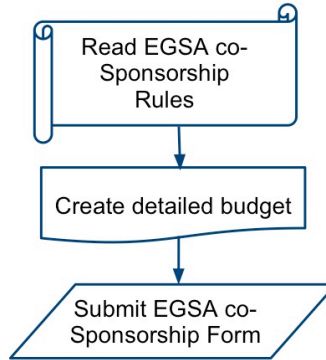
- The organization will be provided the opportunity to send a member to represent the organization at the EGSA board meeting to answer questions regarding the request.
- The EGSA Board will review the requests and vote based on a simple majority.
- The organization/individual will be notified via email regarding the outcome of their funding request within 2 business days after the review of the proposal by the EGSA board.

VI. Additional Questions

- If you have any questions about the filing procedures or eligibility, please contact the EGSA Treasurer (treasurer@bruinegsa.org)



EGSA co-Sponsorship Procedure



REQUEST APPROVED



EVENT

