

Sponsored Student Organization Agreement Instructions

Attached to these instructions is the Sponsored Student Organization (SSO) Agreement. These instructions are being provided for informational purposes and to instruct you on what we request from you in order to obtain sponsored student organization status. The SSO Agreement contains the terms of the relationship between your student organization, the University of Michigan department sponsoring your organization, and the University of Michigan. 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) the Mission Alignment form set forth on Exhibit A to the SSO Agreement.
3. Please review and complete (by answering each question on) the Sponsoring Unit Advisor form set forth on Exhibit B to the SSO Agreement.
4. Please review and complete (by answering each question on) the Fiscal Accountability, Management and Contracts form set forth on Exhibit C to the SSO Agreement.
5. Please review and complete (by answering each question on) the Risk Management, Insurance and Travel form set forth on Exhibit D to the SSO Agreement.
6. Please review and complete (by answering each question on) the Branding, Logos and Communication form set forth on Exhibit E to the SSO Agreement.
7. Please review and complete (by answering each question on) the Student Organization Standards of Conduct & Judicial Process form set forth on Exhibit F to the SSO Agreement.
8. Once all exhibits have been completed, please execute the SSO Agreement and return it as indicated below:
 - a. **Re-registering sponsored student organizations:** Upload the completed document in Maize Pages during registration.
 - b. **New sponsored student organization:** Submit the completed document to the Center for Campus Involvement at uminvolvement@umich.edu.

Please note that the exhibits 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 exhibits, please contact the Center for Campus Involvement at uminvolvement@umich.edu or 734.763.5900.



STUDENT LIFE

CAMPUS INVOLVEMENT

Sponsored Student Organization Agreement

INTRODUCTION

A. Through sponsorship, the University of Michigan (the “University”) gives its 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 life at the University. Through the sponsoring relationship, the sponsoring unit and student organization are, together, making the Michigan experience real and meaningful.

B. Sponsored status for an organization is a statement of recognition by the University that the student organization is a key element in helping the University realize its mission. The sponsored student organization (the “SSO”) acknowledges that it is a representative of the University. Correspondingly, both the University and the SSO (i) require that the SSO conduct itself with a high level of accountability, transparency, integrity, and responsibility and (ii) recognize the importance of the SSO’s self-direction and student leadership. Pursuant to this Sponsorship Agreement (this “Agreement”), the University 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 of the Sponsoring Unit and the SSO and (c) the Sponsoring Unit’s and the SSO’s expectations of each other.

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 align the mission of the SSO and the Sponsoring Unit, the SSO and Sponsoring Unit have set forth their respective mission goals in Exhibit A attached to this Agreement.

Section 2. Sponsoring Unit Advisor. The Sponsoring Unit will designate a faculty member of the Sponsoring Unit to be an advisor of the SSO (the “Sponsoring Unit Advisor”). The Sponsoring Unit Advisor will be responsible for coaching, supporting, mentoring, overseeing, and challenging the SSO. The advisor of the SSO will not be responsible for the day-to-day management, delegation and decision-making of the SSO. Exhibit B attached to this Agreement sets forth the name and various other details of the Sponsoring Unit Advisor.

Section 3. Fiscal Accountability, Management and Contracts. Each of 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. The Sponsoring Unit will be responsible for accepting tax-deductible gifts on behalf of the SSO. Exhibit C 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. Exhibit D 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, Exhibit E attached to this Agreement sets forth the SSO's policies and procedures regarding the protection of University marks, brands and logos and other publication regarding the University.

Section 6. Student Organization Standards of Conduct and Judicial Process. The SSO acknowledges that all University recognized student organizations must adhere to the *Standards of Conduct for Recognized Student Organizations* set forth at <https://campusinvolvement.umich.edu/content/standards-conduct-accountability>. 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>. The SSO will abide by all University regulations and policies (including the *Standards of Conduct for Recognized Student Organizations*). All complaints filed against the SSO as a violation of these standards will be managed entirely by the *Student Organization Accountability* Process, which is administered by Student Life through its Center for Campus Involvement. However, all complaints regarding the Sponsorship Agreement or the relationship between the SSO and the Sponsoring Unit will be managed by the Sponsoring Unit. Exhibit F 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 exhibits attached to this Agreement, 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.

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.

ACKNOWLEDGEMENT

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

Organization Name: _____

Department/Unit Sponsoring: _____

_____ <i>Signature of Sponsoring Unit Authority</i> (Executive Officer, Dean, Director or their designee)	_____ <i>Printed Name & Title of Sponsoring Unit Authority</i> (Executive Officer, Dean, Director or their designee)	_____ <i>Date</i>
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_____ <i>Signature of Sponsoring Unit Advisor</i>	_____ <i>Printed Name of Sponsoring Unit Advisor</i>	_____ <i>Date</i>
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_____ <i>Signature of Sponsored Student Organization Representative</i> (Authorized Signer)	_____ <i>Printed Name of Sponsored Student Organization Representative</i> (Authorized Signer)	_____ <i>Date</i>
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Exhibit A Mission Alignment

1. Please describe how the mission of the student organization and the mission of the sponsoring unit align.

College of Engineering Mission

Michigan Engineering provides scientific and technological leadership to the people of the world. We seek to improve the quality of life by developing intellectually curious and socially conscious minds, creating collaborative solutions to societal problems, and promoting an inclusive and innovative community of service for the common good.

Please identify the student organization mission:

Describe how the missions align:

2. Please set forth the various benefits to the campus community from this sponsorship.

3. Please provide three goals for which both the Sponsoring Unit and the SSO will reach/complete this year.

4. Please set forth the learning outcomes that the Sponsoring Unit will provide to the SSO and the students' development?

*Each year, the CoE focuses on a critical theme of leadership and professional development for student organizations. Specific programming to support the learning goals is coordinated through the Office of Student Affairs. The learning theme for 2017-2018 is **inclusion and belonging**.*

Individual student leaders will:

- demonstrate a commitment to inclusion by creating opportunities for all members to feel a sense of belonging and purpose within the organization*
- engage in training and development opportunities to increase DEI skills and knowledge*
- understand and articulate how organization practices and policies influence inclusion within the organization*

Sponsored student organizations will:

- contribute to the diversity, equity, and inclusion efforts in the CoE*
- review organization practices and policies to advance inclusion for all members*
- develop a Diversity, Equity, and Inclusion plan for the organization by January 1, 2018*

Does the SSO agree to these learning outcomes and goals?

5. Please set forth the learning opportunities that the Sponsoring Unit will receive from the SSO.

Exhibit B Sponsoring Unit

1. Please provide the following:

a. Sponsoring Unit Organization Advisor Name:

b. Title:

c. Email:

d. Phone:

e. Campus Address:

f. Space, if provided:

g. Administrative support (other than advising) provided:

General support from the Office of Student Affairs includes access to the fax machine and mail systems, coordination of some material purchases as appropriate, and other support as requested by the sponsored student organization. Additional support is provided by the Office of Advancement Services to process external gifts (individual, industry, gifts-in-kind). Resources from across the CoE can be accessed by the student organization and can be coordinated through the Office of Student Affairs as needed.

2. Please outline the role the Sponsoring Unit Advisor will have when working with the SSO.

The SSO will complete the Advisor Engagement Agreement (Exhibit G) in advance of the submission of the SSO agreement. The Agreement outlines the interactions between the SSO and Advisor through communication, attendance, information sharing, relationship needs as well as any additional information to be shared and agreed upon.

3. Please set forth the frequency with which the Sponsoring Unit Advisor and the SSO will meet.
This is outlined in the Advisor Engagement Agreement (Exhibit G).

If the Sponsoring Unit Advisor changes during the year, the Center for Campus Involvement must be notified of the change.

Exhibit C

Resources: Fiscal Accountability, Management and Contracts

1. Please outline how the Sponsoring Unit and the SSO will maintain appropriate policies and procedures regarding the financial management of the SSO.
The SSO is required to attend the CoE SSO Financial Management workshop in October 2017. Further, the SSO will electronically submit quarterly budgets to the CoE for review; OSA will send reminders about this obligation. The SSO is eligible for funding from the CoE, although no preferential treatment is provided. The SSO must comply with appropriate SPG, SOAS, and CoE policies, all of which are reviewed at the Financial Management workshop. All funds must be maintained in University accounts; no external accounts are allowed.
2. Please outline the process the Sponsoring Unit has established for the SSO to accept the tax-deductible gifts. If necessary, please consult with the Sponsoring Unit's development office on establishing this procedure.
The SSO should instruct donors to send directly to the Office of Advancement Services, including the check and donor's letter of intent. If first received by the organization, the above items plus the original mailing envelope must be hand-delivered to the Office of Advancement Services in Lurie Engineering Center. If the organization receives a gift in kind, the documentation can be provided by OSA and submitted to Advancement Services. Payments through credit cards can be accepted, but will substantially increase processing time.
3. Please set forth the amount of financial support provided by the Sponsoring Unit.
The SSO is eligible to apply for funding from the CoE through the application process (<https://studentorgs.engin.umich.edu/funding/>) as well as special funding grants.
4. Please set forth the budget review process of the SSO and how will the Sponsoring Unit and the SSO maintain the budget of the SSO.
The CoE considers the SSO to be a learning lab and autonomous in nature, thus holding the SSO responsible to maintain the budget. OSA requires four updates of the budget through the year to ensure appropriate oversight. The updates will be reviewed by OSA and may require additional information.
5. Please set forth the contract review and approval process.
The SSO must process external contracts, participation agreements, and other legal documents through OSA. Significant lead time is required for review and approval. The SSO is not allowed to sign any contract or agreement.

Exhibit D
Resources: Risk Management, Insurance and Travel

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

2. Please set forth the procedures the Sponsoring Unit and SSO have established regarding SSO travel.
For all travel, the SSO is expected to notify OSA if they are leaving the southeast Michigan region. This can be done through either the CoE domestic travel registration form or the international travel process.

Domestic travel

The SSO is expected to use University fleet vehicles for travel outside of the Ann Arbor/Ypsilanti area; budgeting for this expense is the responsibility of the SSO. If the SSO is receiving financial support from CoE for their travel, the CoE domestic travel registration form must be completed. The form is available at studentorgs.engin.umich.edu.

International travel

The SSO must follow the CoE policies for international travel, which includes three phases: Maize, Blue, and Wolverine. Detailed information, including proposal information and deadlines, is available at studentorgs.engin.umich.edu. The Dean's Office gives final approval for travel. If approval is not awarded, the SSO and advisor will receive written communication. If non-approved travel occurs, all liability is the responsibility of individual student travelers and is independent from the student organization and Michigan Engineering.

3. Please set forth the procedure for contacting Risk Management in the event the SSO needs to file a claim.
The SSO is responsible for contacting Risk Management, the OSA, and Advisor within 24 hours of the occurrence. OSA provides contact information for the Associate Director who is available via mobile phone for more immediate assistance.

Exhibit E

Resources: Branding, Logos and Communication

1. Please set forth how the Sponsoring Unit and the SSO will ensure that the SSO complies with the guidelines outlined by the Office of Global Communications in the University Logos and Trademarks Policies.

It is OSA's expectation that the SSO will comply with all logo guidelines and design principles for the University trademarks, including the Block M. The SSO's own logo must also follow guidelines and design principles. Questions can be directed to the Office of Communications and additional information can be found on their website: <https://vpcomm.umich.edu/brand/> .

2. Please set forth the guidelines for the SSO regarding use of University departmental logos.

The SSO is eligible to use CoE's logos. Use of the College of Engineering logo must comply with all guidelines and design principles established by the College Office of Communications and Marketing, found here: <https://sites.google.com/a/umich.edu/engin-cmbrand/> .

Exhibit F

Resources: Student Organization Standards of Conduct & Judicial Process

1. After reviewing the Standards of Conduct and 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 relationship.
In an educational environment, the College of Engineering is committed to learning through dialogue. At any time during the sponsorship that either party is concerned about actions anticipated or taken, it is expected that a discussion will be initiated that includes a review of the concerns and ways in which they might be addressed. The discussion will take place with the OSA Associate Director and student organization leaders and representatives. If concerns remain following the initial discussion, either party can raise it to the attention of the Executive Director of Student Affairs. If successful understanding and resolution is not achieved at that time, the involvement of the Center for Campus Involvement will be requested.

Exhibit G
Student Organization Advisor Engagement Agreement

Communications – What are the expectations for how often the advisor and student leaders will communicate? How frequently? What methods (i.e. in-person, email, gchat, phone)?

Attendance – What are the expectations for the advisor to attend meetings? Which meetings, how frequently?

Information Sharing – Does the advisor have access to your transition materials, documentation, policies, etc.? Will the advisor be an authorized signer to the organization SOAS account?

Relationship Goals/Needs – For student org leaders, what do you need from the advisor? What are your goals for the relationship? For the advisor, what do you need from the student org leaders? What are your goals for the relationship?

Additional Details – Any additional information you would like to provide

Signatures

Advisor:

President:
