

**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:
9. **Re-registering sponsored student organizations**: Upload the completed document in Maize Pages during registration.
10. **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.



**Sponsored Student Organization Agreement**

**INTRODUCTION**

1. 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.
2. 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.
3. 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:

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.
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.
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.
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.
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.
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 by 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.
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.
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**

**(The signing will take place during the in-person meeting)**

**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 *Signature of Sponsoring Unit Authority Printed Name & Title of Sponsoring Unit Authority Date*

(Executive Officer, Dean, Director or their designee) (Executive Officer, Dean, Director

 or their designee) or their designee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 *Signature of Sponsoring Unit Advisor Printed Name of Sponsoring Unit Advisor*  *Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 *Signature of Sponsored Student Organization Printed Name of Sponsored Student Organization Date*

 *Representative Representative*

 (Authorized Signer) (Authorized Signer)

**Exhibit A**

**Mission Alignment**

1. Please describe how the mission of the student organization and the mission of the sponsoring unit align**.** The College of Engineering Mission is provided below:

*The mission of Michigan Engineering:*

 *To be the place of choice for engineering education and research…*

*A Michigan Institution that challenges its students, faculty and staff to learn, to grow, to achieve and to serve the needs of society…*

*A place where excellence, excitement, innovation and impact define the style and substance of its activities.*

Click here to enter text.

1. Please set forth the various benefits to the campus community from this sponsorship. In other words, how will you make an impact in the College of Engineering to benefit the entire student body?

Click here to enter text.

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

Click here to enter text.

1. Please set forth the learning outcomes that the Sponsoring Unit will provide to the SSO and the students’ development.

*Each year, the College will focus on a critical theme of leadership and professional development for student organizations. Specific programming to support the learning goals along with assessment will be coordinated through the Office of Student Affairs. The learning theme for 2016-2017 is* ***inclusion and belonging within the Michigan Engineering community****.*

*Individual student organization leaders will…*

*-Demonstrate a commitment to inclusion by creating opportunities for all organizational members to feel a sense of belonging and purpose within the organization*

*Sponsored student organizations will…*

*-Contribute to the diversity, equity, and inclusion efforts in the College*

**Exhibit B**

**Sponsoring Unit**

1. Please provide the following:
	1. Sponsoring Unit Advisor Name: Click here to enter text.
	2. Title: Click here to enter text.
	3. Email: Click here to enter text.
	4. Phone: Click here to enter text.
	5. Campus Address: Click here to enter text.
	6. Space, if provided: Click here to enter text.
	7. Administrative support (other than advising) provided: (access to copy/fax machine, office supplies, access to lab, etc.)

*General support from the Office of Student Affairs includes access to fax machine and mail systems, coordination of some material purchases, and other support as requested by the sponsored student organization. Additional support is provided by the Office of Advancement Services to process donor gifts. Resources from across the College can be accessed by the student organization and can be coordinated through the Office of Student Affairs if/as needed.*

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

*SSO’s will complete the Advisor Engagement Agreement, and include it (Exhibit G) with the final submission of the SSO agreement. The Advisor Engagement Agreement outlines the interactions between the SSO and Advisor through communication, attendance, information sharing, relationship goals/needs as well as any additional information to be shared.*

1. Please set forth the frequency with which the Sponsoring Unit Advisor and the SSO will meet.

*Please see the attached Advisor Engagement Agreement (Exhibit G) for a more detailed description of frequency between the Advisor and Sponsored Student Organization.*

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.

*SSOs are required to attend the CoE SSO Financial Management workshop in October 2016 to review the College policies around fiscal procedures. Further, SSOs will electronically submit quarterly budgets to the CoE for review, with reminders being sent from the Office of Student Affairs. SSOs are eligible for funding from the College, although no preferential treatment is provided. SSOs in the CoE are responsible to comply with the appropriate SPG and CoE policies, all of which will be reviewed at the Financial Management workshop. All funds must be maintained in University accounts, no external accounts are allowed.*

1. 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.

*SSOs are encouraged to have gifts sent directly to the Office of Advancement Services that includes the check and letter of intent from the donor. If first received by the organization, the above items plus the original mailing envelope must be hand-delivered to the Office of Advancement Services. Gifts in kind can also be reported through the Office of Advancement Services. SSOs receiving gifts in kind should request the appropriate documentation from the Office of Student Affairs to submit for processing. Payments through credit cards can be accepted but will increase processing time.*

1. Please set forth the amount of financial support provided by the Sponsoring Unit.

*Each SSO will receive $300 from the College and is eligible to receive additional funding through the standard funding application process or for the special funding grants (alternative spring break service, international travel, or DEI).*

1. 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 College of Engineering looks to SSO’s as learning labs and autonomous in nature, thus holding the SSO responsible to maintain the budget. The Office of Student Affairs (OSA) requires four updates of the budget over the academic year to ensure appropriate oversight. The updates will be reviewed by OSA, either accepting the updated budget or asking for additional information if needed.*

1. Please set forth the contract review and approval process.

*SSOs must process any external contracts, participation agreements, or other legal documents through the Office of Student Affairs and provide significant lead time for the review and approval. SSOs are 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.

Click here to enter text.

1. Please set forth the procedures the Sponsoring Unit and SSO have established regarding SSO travel.

***Domestic Travel*** *- SSO’s must complete the*[Domestic Travel Registration form](https://umich.qualtrics.com/SE/?SID=SV_8djNAyTNL1syrBP)*as they confirm their travel plans. OSA requests the Domestic Travel Registration form be submitted at least 10 days prior to the trip. This informs the College of your activities and prompts logistical and funding assistance as requested. More information about Domestic Travel can be found through the CoEStudent Leadership website. SSOs are expected to use University fleet vehicles for any domestic travel outside of the Ann Arbor/Ypsilanti area and to budget appropriately.*

*(http://studentorgs.engin.umich.edu/students\_leadership\_vehiclerental-html/)*

***International Travel*** *– The*[Sponsored Group International Travel Policy](http://studentorgs.engin.umich.edu/wp-content/uploads/sites/16/2014/03/Sponsored-Group-International-Travel-Policy_Holloway-Final-May-10-2013-2.pdf)*was launched in winter 2013 for all student organizations in the College of Engineering – there are three phases: Maize, Blue and Wolverine. The 2016-2017 Maize Phase (the first step of the process) is now available via*[*MCompass****.***](https://mcompass.umich.edu/index.cfm?FuseAction=Students.Apply&amp;Program_ID=10947)*The Blue Phase opens once the review of your student org’s Maize Phase has been completed. More detailed information can be found at:*

*(*<http://studentorgs.engin.umich.edu/students_leadership_international-experiences-travel/>*)*

*OSA requires monthly Activity Logs to be completed by SSOs. The Activity Log will be sent on the 25th of every month and must be submitted by the 1st of the following month.*Please confirm (name and email) who in your organization’s leadership will take responsibility for managing this task.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please set forth the procedure for contacting Risk Management in the event the SSO needs to file a claim.

*SSO’s are responsible for contacting Risk Management within 24 hours of the occurrence. In addition to contacting Risk Management, the SSO is also required to notify and update the Advisor and OSA via email on the occurrence. The OSA provides contact information for the Associate Director who can also be reached via telephone 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 SSO’s using the Block M and University trademarks comply with all logo guidelines and design principles. The SSO’s own logo also needs to follow the logo guidelines and design principles. Questions can be directed to the Office of Global Communications and additional information can be found on their website. Very limited support can be provided to student organizations on logo design and should be coordinated through the Office of Student Affairs.*

[*http://vpcomm.umich.edu/brand/style-guide/logo-guidelines*](http://vpcomm.umich.edu/brand/style-guide/logo-guidelines)

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

*SSO’s are eligible to use Michigan Engineering Logos. Use of the Michigan Engineering logos must comply with all logo guidelines and design principles established from Global Communications and those established by the Office of Communications and Marketing within the College.*

*College of Engineering logos:* [*https://sites.google.com/a/umich.edu/engin-cmbrand/home?pli=1*](https://sites.google.com/a/umich.edu/engin-cmbrand/home?pli=1)

**Exhibit F**

**Resources: Student Organization Standards of Conduct & Judicial Process**

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, Michigan Engineering is committed to learning through dialogue. At any time during the sponsorship year that either party is concerned about actions taken or anticipated, it is expected that a discussion will be initiated that includes a review of the concerns and ways in which they might be addressed. This discussion should take place with the Associate Director of the Office of Student Affairs and the student organization leaders. If concerns remain following the initial discussion, either party can raise it to the attention of the Executive Director of Student Affairs or the Associate Dean for Undergraduate Education. If successful understanding and resolution has not been achieved, then the involvement of the Center for Campus Involvement will be requested.*

 Click here to enter text.

**Exhibit G**

**Student Organization Advisor Engagement Agreement**

Michigan Engineering 2016-2017 Advisor Engagement Agreement

Advisors are an important resource for student organizations at the University of Michigan, providing advice and historical perspective to the organization’s student leaders. Advisors work in partnership with the[**Office of Student Affairs**](http://studentorgs.engin.umich.edu/) and the University [**Center for Campus Involvement**](http://campusinvolvement.umich.edu/) to provide support essential to successful student organizations. These educational experiences help students learn valuable leadership and professional skills and become engaged members of the community.

Students and advisors are highly encouraged to regularly review expectations to ensure a beneficial and productive relationship. Student organizations are unique and the advising relationship is just as unique, changing with each new leadership transition. Advisors may be asked to provide minimal support or take an active role in advising the organization - the involvement level is a mutually determined decision made each year between the advisor and student organization leaders.

Most student organizations have a largely autonomous relationship with the University – students make decisions, accept the consequences (positive or negative), and learn from every experience. Advisors may be called upon to help resolve situations that arise in the organization but advisors are not responsible for the student org’s actions, nor can advisors “make” student organizations do what they desire. An advisor is one who provides ideas, insights, and new perspectives to encourage the student organization to fully live their mission and be actively engaged in Michigan Engineering and the U-M.

For the 2016-2017 academic year, all College of Engineering sponsored student organizations are required to complete this Advisor Engagement Agreement with their advisor. It must be signed by the advisor and all members of the student organization executive board. This requirement must be completed by September 28, 2016. Electronic records of this agreement will be kept by the Office of Student Affairs and sent to the student organization leadership and advisor. The completed and signed agreement will be discussed in the sponsorship meeting with the Office of Student Affairs as an attachment to the SSO agreement. Voluntary student organizations are encouraged to complete the Engagement Agreement with their advisor, but it is not mandatory for engineering affiliation.

**Exhibit G**

**2016-2017 Student Organization Advisor Engagement Agreement**

*Please discuss the following points and note the decisions made about each expectation:*

**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)?

Click here to enter text.

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

Click here to enter text.

**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?

Click here to enter text.

**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?

Click here to enter text.

**Additional Details** – any additional information you would like to provide

Click here to enter text.

**Signatures:**

**(Signing will take place during the in-person meeting)**

Student Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_