

CAO Co-SPONSORSHIP APPLICATION

(i.e., monetary support from CAO)

In general, student groups should be able to work within the budget allotted to them by SGA. Occasionally, groups and organizations wish to sponsor events and programs that are out of their budget. CAO will only sponsor programs and events that are: open to the Barnard community; play a role in building community; and, subscribe to the CAO mission. Priority will be given to new initiatives.

If CAO co-sponsorship is granted the CAO name or logo must appear on all advertising unless otherwise noted. Publicity must be approved by CAO before distribution.

CAO will discuss co-sponsorship at weekly Thursday staff meetings and your advisor will respond to you by Friday of that week. *(i.e., if you submit your paragraph and budget on Monday, Tuesday, or Wednesday, you will have an answer by the end of the week; if you submit on Thursday or Friday, you will not be notified until the following week.)*

Please note: Requests for co-sponsorship must be received at least two weeks prior to the event.

The amount requested should not exceed \$500

CAO wants to be as supportive as possible to student clubs and organizations.

Reach out to your advisor throughout the semester, which will make it easier when your group is in need.

Organization Name: _____

Contact Person: _____ **E-mail:** _____

Name of Event for which you co-sponsorship is requested: _____

Date of Event: _____ **Time:** _____ **Venue:** _____

Has your room reservation been confirmed? _____ **Expected Attendance:** _____

Will alcohol be served? _____ **Is there an admission cost?** _____ **If yes, how much?** _____

Please provide a description of your event including your goals for the program (please print legibly or attach a word processed document):

Please complete the budget below or attach a similar spreadsheet.

Expenses	Description	Amount
Advertising		
AV		
Costumes		
Food		
Service Providers (e.g. DJ)		
Supplies		
Other		
Total		
Income	Description	Amount
Club Contribution		
Requested CAO Co-sponsorship		
List all Additional Co-sponsorship requests		
Ticket Sales		
Ad sales		
Other Income		
Total		