

BSA Collaboration Application Information

University Housing

BSA Mission

We, the members of the University Housing Black Student Association of The Ohio State University are here to promote diversity, encourage leadership, work for equal justice, offer assistance to those in need, provide activities and strengthen the bonds the students in the Black community.

University Housing Learning Outcomes

| Community | Learning | Wellness | Inclusion |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>We build relationships, are accountable to self and others, participate in activities, and demonstrate responsible citizenship.</i> | <i>We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.</i> | <i>We take an active role in all aspects of wellness for ourselves and those in our community.</i> | <i>We engage in respectful dialogue, confront incidents of bias, strive to use inclusive language, and acknowledge and celebrate differences.</i> |

Collaboration

Please remember that BSA is **not a bank!** While BSA may provide financial assistance, its primary goal is to provide programming experience and support.

Resources, volunteers, and production details shall be divided between BSA and the other Collaborators. Before contacting BSA please consider the following questions:

- What are you trying to accomplish?
- Who is the target audience?
- When is the best time to have the program to avoid conflicts and to reach the most desirable audience?
- Where is the best place to hold this event?
- Will this location, time, and date have the available resources to hold the event?
- Does my event align with the mission of BSA and URDS Learning Outcomes?

What the Black Student Association can provide for you:

- Vast experience and connections
- Advertising assistance for events
- Volunteers
- Assistance in obtaining facilities
- Plug at BSA events
- Consultation in event planning
- Financial Support

Guidelines and Procedures

BSA will consider requests for collaborations from all interested active student organizations, hall councils, or university departments. Events must meet the following guidelines and procedures to be considered for co-sponsorship:

- The event must be open and advertised to the entire residence hall body;

- Meeting time must be set up between both organizations in order to discuss responsibilities and expectations;
- The BSA advisers must review all contracts;
- Final arrangements must be made **two weeks** prior to the date the event is scheduled to occur or your partnership may be canceled;
- All advertising must include the BSA logo;
- No alcohol, tobacco, or illegal substances shall be permitted at any event co-sponsored by BSA. If any of these substances are present at the event, or if any member of the co-sponsoring staff arrives intoxicated at the event, co-sponsorship may forfeit any funding from BSA;
- BSA will not sponsor any event that is also sponsored by any group or organization dealing with alcohol, tobacco, or illegal substances;
- Collaborative effort-preference will be given to events in which BSA can assist from start to finish;
- Representation at BSA meetings and events;
- Program location is accessible to students- We are a campus group - if your program is downtown with no transportation your program would not meet this point;
- Well designed program- We can see what the program is, how it works, and we can understand what the people attending will be doing;
- Type of Program- We will fund cultural, diversity, social, service and educational programs. Service programs are highly regarded.

Collaboration Approval Process and Rationale

BSA considers several factors when deciding whether to approve co-sponsorship requests.

Funding Sources: BSA will look more favorably upon proposals in which half of the funding has been anticipated from other sources

Attendance: BSA is more likely sponsor programs that directly benefit those who live in the residence halls

Resources: What resources are being requested? Booking assistance, logistical planning, volunteers, and/or marketing?

Process: BSA will look over the application (the next page) as well as the funding request at the next Executive Board meeting and then let you know afterward.

Disclaimer

BSA will give each collaboration application a complete and thorough review. The contact person(s) listed on the form will be notified with BSA's decision no later than one week before the event. BSA does not guarantee funding or approval of any collaboration application form.

Contact Information

Questions or concerns can be directed to:

Rhiana Shabazz
BSA Vice President
shabazz.11@osu.edu

Kellen Milton
BSA Treasurer
milton.40@osu.edu

Completed Applications and Money Forms

Collaboration Applications along with completed Funding Request form can be submitted via email or personally to either the BSA Vice President or BSA Treasurer listed above.

**Black Student Association
Collaboration Application Form**

****Application must be accompanied by completed BSA Funding Request Form if requesting funding****

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--|
| Organization Name: | | | |
| First Contact Name: | | | |
| Phone: | | Email: | |
| Second Contact Name: | | | |
| Phone: | | Email: | |
| Brief Description and Purpose Of Event: | | | |
| Date, Time, and Location of the Event: | | | |
| Is any other funding being requested for this event? (please provide the amount, contributing party, the status of your request, and any other applicable information): | | | |
| | | | |
| How does this Program benefit those residing in the residence halls? | | | |
| | | | |
| How will this event be advertised? | | | |
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| Estimated Attendance: | | | |
| | | | |
| What would you like BSA to contribute to the event? | | | |
| | | | |
| Additional Information (optional): | | | |
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