

BSA Collaboration & Funding Request Guidelines

Thank you for your outreach to BSA! We look forward to hearing your ideas and finding the best way to make the proposed event a success. In order to ensure all organizations are being treated equally in their pursuit of collaboration, below you will find our collaboration & funding guidelines.

A collaboration is defined as any program or event where an entity is seeking to co-host with the Black Student Association and is asking for support that is not just monetarily based. Please indicate below the type of request you are making below.

Request Type

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Funding Request only |
| <input type="checkbox"/> | Collaboration Request with funding |
| <input type="checkbox"/> | Collaboration Request without funding |

Collaboration Requests

For all Collaboration Requests, please note that by submitting this collaboration request, you understand that (please initial after reading each section):

This section is not required nor apply if you are submitting a funding request only

_____ I and other designees from my organization are responsible for working alongside the BSA executive board members to plan and execute the collaborative event at each stage of the event.

_____ I will meet with BSA executive board members at least 2 weeks prior to the event to outline roles and responsibilities of each organization, including, but not limited to:

- Expected marketed requirements
- Food ordering
- Guest outreach
- Individual roles for the day of the event
- Anticipated itinerary for the event

_____ I will meet with BSA executive board members the week of the event to finalize & confirm all logistical details for the event.

_____ I will maintain proper communication, respect and professionalism throughout the collaboration process and event by adhering to the following expectations:

- Meet set deadlines
- Express issues or concerns as soon as possible
- Follow through and respect agreed upon responsibilities
- Arrive to the venue 10 minutes prior to the setup of the event
- Be present & active for the duration and tear-down of the event or arrange for an alternate coordinator to stand in my place.

_____ If funding is requested and approved as a part of this collaboration request, BSA will contribute no more than 50% of the total event cost.

Please print your name above

Please list your OSU email address above

We ask that you acknowledge agreement to the terms listed above before the collaboration process can begin.
Thank you again for your interest in working with BSA!

Please submit completed forms to the BSA Vice President and Treasurer. Updated contact information can be found at <http://involvedliving.osu.edu/bsa/contact-information/>

Black Student Association

Request Form

****One form must be submitted for each event.****

Please submit this form at least 2 weeks before desired event

Organization Name:			
Project Name:			
First contact Name:			
Phone:		Email:	
Second contact Name:			
Phone:		Email:	
Brief Description: (5+ sentences) <small>Attach a separate page if needed</small>			
Purpose of Event: (5+ sentences) <small>Attach a separate page if needed</small>			
Event Date:	Event Time (Start – End)	Event Location	Estimated Attendance

Is there any other funding being requested for this event?		
Contributing Party	Amount	Status of Request (PENDING/APPROVED/DENIED)

Please describe the type of support you would like from BSA. Support can be in the form of financial support, facilitation support, event planning, etc.:

If requesting financial support, please provide an itemized budget below

Amount:

Purpose:

Ex. \$100

Food from Domino's

Do you need the funding before the event?

Yes

No

If Yes, what date would you need the funding by:

Please describe how this program benefits students residing in the residence halls

Please describe how this event be advertised (circle all that apply)

Email

Invitations

Twitter

Facebook

Posters larger than 8.5 x 11

Word of Mouth

Floor/Community

Talking about it at a prior
program or event

Other (specify below)

Meeting

Flyers 8.5 x 11

Text Message