



## College Life Co-Sponsorship Form

1. Off-Campus Organization Name: \_\_\_\_\_
2. Off-Campus Organization Contact Person: \_\_\_\_\_
3. Off-Campus Organization Contact Person Phone: \_\_\_\_\_
4. Off-Campus Organization Contact Person E-mail: \_\_\_\_\_
5. Off-Campus Organization Web Site: \_\_\_\_\_
6. Off-Campus Advertising Methods for Event: \_\_\_\_\_

De Anza College encourages the sponsorship of diverse activities for the campus community. The following guidelines are designed to facilitate De Anza College Student Organization sponsorships for such activities.

At all De Anza Student Organization Co-sponsored activities, it is understood the De Anza Student Organization Advisor or designee will be actively involved in conducting the event and will be present, on site, at all times, along with the Co-sponsored student organization that will be using the facility.

Primary purpose of the event is to serve members of the De Anza College community who participate in the event. In signing the Event Planning Request Form (reverse side) the originator is agreeing to assume responsibility for the College facility used and for the actions of the participants.

1. If there are any charges, tuition or fees requested in order to participate in the Co-sponsored activity, the total sum collected must be deposited with Student Accounts.
2. The Co-sponsorship opportunity shall not be used to circumvent fees and charges associated with the use of the College facilities.

Fees and Services

1. Appropriate charges will be assessed for the required services (including security, custodial, A/V and grounds and equipment).
2. In return for waiving of charges for the use of the facilities required services (including \$50.00 processing fee), the student organization members, student organization advisors or designee will be expected to be on site during the activity and to provide needed time and labor for clean up.

## College Life Money Collection Form

**Please complete form prior to collecting money. Once completed, please return it to La Donna Yumori-Kaku c/o Office of College Life Front Desk. The information provided on this form will be put on the ICC Agenda (for Clubs) and forwarded to the Student Accounts Office. If there are any questions, a representative from the Student Accounts Office will contact you.**

1. Student Organization Name: \_\_\_\_\_
2. Student Organization Contact Person: \_\_\_\_\_
3. Student Organization Contact Person Phone: \_\_\_\_\_
4. Student Organization Contact Person E-mail: \_\_\_\_\_
5. Date(s) for money collection: \_\_\_\_\_
6. Money is being collected for (list ALL items being sold, entry fees, donations, etc):  
\_\_\_\_\_  
\_\_\_\_\_

7. Selling Price Per Unit and Number of Units: \_\_\_\_\_

Student Organization Officer: \_\_\_\_\_  
Print Name Signature and Date

Student Organization Advisor: \_\_\_\_\_  
Print Name Signature and Date

Any student organization willfully and knowingly violating any of the DASB/ICC budget guidelines may have its funds frozen immediately. The student organization may be placed on inactive status and student(s) involved may be referred to the Student Discipline Officer.