STUDENT ALUMNI ASSOCIATION (SAA) SPONSORSHIP PRIORITIES:

- Free events to all students or OU alumni on campus
- Events open to all students or OU alumni on campus with a small admission fee
- The Student Alumni Association does not fund out-of-town conferences, fees, travel, etc.

REQUIREMENTS AND GUIDELINES TO APPLY:

- Your organization must be a registered student organization or a campus department.
- If directions are not followed carefully, applications will not be considered.
- If you are awarded sponsorship, SAA will require the use of the ad or logo of our choice (Sower’s Club, The Ring, The Gift, etc) on promotional materials (programs, ads, banners, t-shirts, etc).
- If you are awarded sponsorship, SAA requires you to submit a digital photo documenting SAA participation in the event. Also, SAA will require your organization to create and turn in a press release about your event, which should include how SAA contributed to your event. Please submit your photos and press release via e-mail to the Funding Chair, Courtney Davis at davi5690@ou.edu no later than one week after your event.
- Failure to fulfill the follow-up requirements will result in no money towards funding your event.

HOW TO APPLY:

REQUEST FOR FUNDING:

1. Please complete this application the Monday before the Friday interview date. Applicants requesting funding will be required to attend a 10-minute interview with SAA on the appropriate date listed below.

2. Please turn in your application at least one month prior to your event. If not, SAA will not accept your application for funding.

3. Submit 9 copies of this application to the SAA folder, Oklahoma Memorial Union, Suite 370 (Student Life). Please keep this cover sheet for your records.

4. Applicants will be e-mailed the exact time of their interview on the Tuesday before the interviews. Interview times will be scheduled between 1:30-3:30 pm. If applicants are unable to attend the assigned interview time, they are required to appoint a proxy to attend the interview on their behalf.

5. Applicants will be notified via e-mail of their allocation amount, if any. Once notified please forward your organizations account number so we can process the account transfer. If you are wanting your sponsorship funds in the form of a check, we will need your organizations tax ID number to proceed. No checks can be processed without a tax ID number. Please allow 2 to 3 weeks for payments to be processed.
INTERVIEWS

INTERVIEW DATES
Fridays at 1:30pm
February 5
March 5
April 2

INTERVIEW QUESTIONS

1. What is the mission of your organization?

2. Please give a brief description of your project.

3. Please attach a copy of your event's budget, and be ready to answer any questions about it during the interview process.

4. What other sources of sponsorship are you soliciting and how much money have you received? Please list all other sponsors and amount given.

5. What other sources of income are you expecting for this program and do you anticipate generating revenue from this program?

6. If your request is granted, do you feel comfortable with your organization’s name being released to the public? Also, will you be willing to advertise the SAA logo on everything at your event?

7. What other publicity opportunities will you offer SAA?

8. Will your organization be open to OU Students outside of your organizations, or is it for your organization’s members only?

***PLEASE return 9 copies of this application to the SAA folder, Student Life, OMU 370.*** If you have any questions during this process, please e-mail Courtney Davis at davi5690@ou.edu***
Funding Requirements & Guidelines

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2009-2010 Student Alumni Association Application

Please be aware that the funding application for this year has slightly changed. Please make sure to read over all of the requirements, guidelines, dates, and questions carefully. Thank you for your interest in applying for funding!
Organization Name: __________________________________________________________

Event Title: ________________________________________________________________

Event Date: ___________________ Event Location: ________________________________

Contact Person: _____________________________________________________________

Contact’s Phone Number: ___________________ Contact’s E-mail: ___________________

Total Sponsorship Request (up to $1,000): _______________________________________

Amount of funds organization has for this event: _________________________________

Projected OU student attendance: ___________________ Projected total attendance: _______

__________________________________________________________
Applicant’s Name

__________________________________________________________
Advisor’s Name

__________________________________________________________
Applicant’s Signature

__________________________________________________________
Advisor’s Signature

**Interview Questions for 2009-2010**

1. What is the mission of your organization?
2. Please give a brief description of your project.
3. Please attach a copy of your event’s budget, and be ready to answer any questions about it during the interview process.
4. What other sources of sponsorship are you soliciting and how much money have you received? Please list all other sponsors and amount given.
5. What other sources of income are you expecting for this program and do you anticipate generating revenue from this program?
6. If your request is granted, do you feel comfortable with your organization’s name being released to the public? Also, will you be willing to advertise the SAA logo on everything at your event?
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