

Campus Center Board Activities Council (CCBAC) Co-Sponsorship Proposal

Thank you for your interest in co-sponsoring your event with the Campus Center Board Activities Council. Below are the policies and procedures that must be followed in order for our council to consider your proposal. Please don't hesitate to contact us by email at **ccbac@hawaii.edu** and ask us any questions if necessary. We ask that you allow the council 2-3 weeks to review your proposal.

Process

1. Complete and email your proposal to the CCBAC via email at **ccbac@hawaii.edu**.
 - a. Please only send completed proposals with all outlined proposal questions fully addressed.
 - b. Please note that incomplete proposals will be returned and the process will remain on hold until a completed proposal is received.
2. Schedule a time to present at an upcoming CCBAC meeting to answer questions about your proposal directly from the CCBAC, if required.
3. Receive a decision email or letter from the CCBAC Chair.
4. Coordinate event details with the CCBAC liaison assigned to your event.
 - a. The CCBAC liaison and his/her contact info will be included in the co-sponsorship letter.
5. Host a great event with the assistance of the CCBAC.
6. Post-event: Complete a co-sponsorship evaluation form and submit to the CCBAC Event Coordinator.

Qualifications

- Events must take place in Campus Center or Hemenway Hall (Mānoa Gardens).
- Events must be open to all students with validated UHM student IDs.
- Event publicity must include the name "Campus Center Board Activities Council" and its logo.
- Events must comply with all State, University, and Student Life & Development laws and policies.
- Unlike the Student Activity & Program Fee Board (SAPFB), the CCBAC is not a funding body. CCBAC will only consider co-sponsorship proposals in which the Council is "an equal participant in all phases of the program: planning, development, implementation, and evaluation"
- *Particular consideration will be given to those programs which:
 1. Enhance, supplement, or complement Council programs
 2. Benefit a significant portion of the University community
 3. Are nondiscriminatory with regard to race, religion, or political affiliation

Notes

- CCBAC must make all purchases for approved items. CCBAC cannot reimburse for out-of-pocket or group purchases under any circumstances. Any such purchases will take the place of the CCBAC approved items as applicable. In addition, purchases that exceed the approved amounts or co-sponsorship total must be covered by the proposing group or reimbursed to the CCBAC within two (2) weeks following the event.
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Proposal

1. What is the name of your group/organization?
2. What is your mission?
3. What are the goals of the event you are requesting funds for?
4. Why is the event important to the UH-Mānoa student body?
5. Do you participate with other departments/offices on campus? If yes, which ones?
6. What do you need from the Campus Center Board Activities Council to have a successful event?
7. Explain what actions you have taken to secure funding and to get support from other departments. Describe what grass roots efforts you have taken to make your event possible (i.e. fundraising, etc.).

Event Specifics

Please list the following event details below. Please remember that your event must take place in Campus Center or Hemenway Hall to be considered for a co-sponsorship.

1. Event Name:
2. Date:
3. Time:
4. Location:

Event Description & Timeline

Please describe what will happen at the event and include a proposed event timeline.

Audience

What is your target audience? Who will be attending?

Event Budget Excel Sheet: Items Requesting from CCBAC

Example:

Item	Quantity	Cost	Description
Rental Fees			
Equipment Fees			
Publicity: Banners			
Publicity: Flyers			
Promotional Items			
Food			
Misc:			
Misc:			
Misc:			
TOTAL			

*Please rank/prioritize the items that you are requesting. Budget sheet may also be shared as a Google excel sheet.

NOTE: CCBAC will not support the following items:

- Outside Food Fee
- Prizes/Promotional Items

Alternative Arrangements

Indicate what adjustments will be made to your event budget and/or the event should the CCBAC choose not to co-sponsor your event or should the CCBAC not co-sponsor all of the items in the desired quantities/financial support requested.

CCBAC Liaison

Please indicate and list what the CCBAC liaison's responsibilities will be in helping the proposing group to design, plan, and implement the event.

Grounds for Co-sponsorship Termination

If the co-sponsorship applicant's party does not comply with the regulations set by the CCBAC, the members have the right to disapprove the proposal at any time.

Contact Info

The person listed will be the liaison between the CCBAC and your group.

1. Name:
2. Title:

3. Organization:
4. Phone:
5. Email:
6. General availability to meet with the CCBAC liaison:

Activities Council Contact Information

Location: Campus Center

Email: ccbac@hawaii.edu

Office Phone: (808) 956-4491