Making a difference, where it matters most!
Co-Sponsorship Guidelines for Registered Student Organizations (RSOs)

The Resident Student Association (RSA) is proud to work with other RSOs on campus and Co-Sponsor various events. There are certain guidelines and restrictions that need to be followed when completing the co-sponsorship form.

- By filling out this form, you and your respective organization acknowledge that you will not only abide by all University rules and regulations and Supplemental Fund guidelines, but also will be liable for all aspects of the program.
- There is not a limit on the amount of funds that can be requested, but be aware that these funds are intended to support events, which directly benefit students living in the residence halls.
- RSA Reserves the right to withdrawal funding should complications arise regarding the nature of the event at any point in time i.e. the event will not occur anymore.
- All requests for Co-Sponsorship must be from a Registered Student Organization (RSO) at the University of Delaware.

1.) By completing the co-sponsorship form, it does not guarantee an agreement is in place with RSA until your organization is contacted by someone from the executive board.
2.) Please note RSA allocates a certain amount of funding each year in their budget to co-sponsorships. Not all of RSA’s money is used for co-sponsorships.
3.) **This form must be completed no later than 2 weeks prior to your event.** We reserve the right to not review your co-sponsorship request if this deadline is not met.
4.) The “Contact Person” must be someone from the RSO requesting funds that is knowledgeable about the event and can answer any questions regarding the event. Be sure to provide your phone number where you can be best reached. By filling out the form you are representing your respective RSO.
5.) Upon completing the form, the RSA treasurer will contact you indicating that the form has been received. Once it has been received, your request will be discussed at the next RSA executive board meeting. Please allow up to a full week for the request to be reviewed. The executive board meets once every week to review requests for co-sponsorships.
6.) Once a decision has been made, the RSA treasurer will contact your RSO with a decision.
   If your request is approved, RSA must be included in **all** advertising for the event (flyer’s, poster’s, banners, etc.)
7.) If approved, RSA’s VP of Public Relations will be in touch with the contact person to ensure that RSA is properly advertised as a co-sponsor.
8.) When approving co-sponsorships, the RSA exec. board looks for the following:
   a. How the event will benefit students living in residence halls?
   b. What can RSA gain from co-sponsoring this event?
   c. Will RSA be advertised properly?

*Expect a RSA e-board member to be present at your event!

Please note that these are guidelines that will help RSA work better with your organization. If you have any questions, please email Udelrsa@gmail.com or stop by our office at 304 Perkins Student Center.

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