Institutional Advancement Guidelines for Sponsorships

I. General
   A. Sponsorships intended for the whole college will always be processed by Institutional Advancement.
   B. These guidelines are for SLCC faculty, staff, and student clubs seeking sponsorships to fund their activities.

II. Sponsorships Under $5,000
   A. Institutional Advancement aims to partner with college entities seeking sponsorships and to support their efforts in securing small-dollar corporate sponsorships.
   B. No formal sponsorship proposal is required for Sponsorships under $5,000.
   C. Sponsorship Contracts are Required
      1. The standardized sponsorship contract template should be used. To obtain a copy of the sponsorship contract template, contact contracts@slcc.edu.
      2. The final signature of the approved sponsorship contract will be delegated to approved individuals in the Contract Review and Signature Authority Rules.
         a) Typically, this will not be Institutional Advancement.
   D. Multiple Event Sponsorships
      1. If the total sponsorship amount for multiple events exceeds $5,000 in a year, then the college department must submit a proposal and draft sponsorship as outlined in section 4.D. of the Sponsorship Policy.
      2. Examples of multiple event sponsorships include, but are not limited to:
         a) A sponsor provides $5,500 to purchase pizza for multiple student events within a year.
         b) A sponsor provides $6,000 for the year to support “multiple events” being held by one department.

III. Sponsorship Reporting
   A. Institutional Advancement should be notified of executed sponsorship contracts for the purposes of tracking sponsorships occurring across the college.

IV. Exceptions

A. These guidelines do not apply to:
    1. publicly funded grants and sponsored projects administered by the Office of Sponsored Projects; or
    2. grants, private donations, and community partnerships or sponsorships administered by the Grand Theatre Foundation.