



POLICY AND PROCEDURE MANUAL

POLICY 15 – STUDENT SPONSORSHIP POLICY

Policy Intent

This policy outlines the eligibility requirements of and process for students, who are separate from the Humber Students' Federation (HSF) club structure, to request sponsorship from the HSF to support their student initiative(s).

Eligibility

The following requirements must be met for an applicant to be eligible to request sponsorship from the HSF for their student initiative(s):

1. Sponsorship being sought is in the form of financial support;
2. Applicant(s) must be a Full Member of the HSF;
3. The sponsorship being sought out is for an event that is inclusive of and open to all Humber students;
4. Applicant(s) is limited to two instances of approved sponsorship with a total maximum of \$1500.00 per fiscal year;
5. Applicant(s) must successfully complete the procedure outlined in the "Procedure" section of this policy to have their application be considered; and
6. The Board of Directors must approve changes to these requirements.

Procedure

1. Applicant(s) must prepare an application for funding that includes:
 - a. Contact information including name(s), phone number(s) and/or email(s) of applicant(s). Applications with more than one applicant may designate a contact person and this contact person must provide their social insurance number and student number;
 - b. Amount of funding requesting;
 - c. Purpose of funding request; and
 - d. Proposed budget, if appropriate for request.

2. Applicant(s) must submit the proposal to the HSF Executive Director *at least two days before* an Executive Board meeting, if the amount being requested is \$1000.00 or less, or, if the request is greater than \$1000.00, *at least one week before* a regularly scheduled Board of Directors' meeting.
3. Applicant(s) are invited to attend the meeting where their presentation is considered.
4. The Executive Director will contact the applicant(s), using the provided contact information, to inform them if their application was approved or not.
5. If an application does not contain the details required of a proposal, the applicant(s) may re-submit his/her adjusted application at a later date.
6. If an applicant(s) wishes to refute the decision on their application, they may do so through the Executive Director.
7. The HSF will establish a budgetary cap on the funds available to students to request from. Once that cap is exceeded, it can be extended at the discretion of the Board of Director's. This extension is limited to the fiscal year in which it is approved and will not carry over to the next year.