



Table with 2 columns and 3 rows: Title: College Sponsorships, Support; Page 1 of 1; Date Approved: 04/19/16; Implementing Procedure for Policy # NA; Division: General

“College Sponsorship” implies an endorsement for a program or activity and, thus, must be used with discretion. Sponsorship may include monetary or in-kind support, including discounted rental of college facilities. College sponsorship is an institutional decision, generally one that requires the approval of the president or a designee.

Community organizations seeking college sponsorship should submit the request in writing to a member of the President’s Staff a minimum of 60 days prior to the event or any deadline for inclusion in print materials. The request will be reviewed and an answer provided within 30 days.

The request should include:

- Name of nonprofit organization
Name and contact information for organization representative
Deadline for commitment
Sponsorship levels and benefits
Deadline and ad specifications for print materials, if applicable.

As monitor for appropriate use of the college logo, Marketing and Public Relations will not approve promotional materials that include the college logo unless it is clear that college sponsorship has been authorized.

CF student clubs and organizations that are asked to sponsor or co-sponsor external activities should do so only with the approval of the president or his designee if such sponsorship is being sought as a means to obtain a discount on rental space. The Vice President for Student Affairs is responsible for monitoring “college sponsorship” matters involving student groups.

For information about use of college facilities, see College Procedure: Rental of College Facilities.

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Vice President Date

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President Date