

SPONSORED OR DEPARTMENTAL STUDENT ORGANIZATION AGREEMENT

INTRODUCTION

A. Through sponsored or departmental student organizations, West Virginia University (the “University”) gives its colleges, department, or units the chance to align with student organizations in order to actively contribute to the cultural, social and academic life on campus and enhance the student life at the University. Through this relationship, the sponsoring unit and student organization are, together, making the Mountaineer experience real and meaningful.

B. Sponsored or departmental status for an organization is a statement of recognition by the University that the student organization is a key element in helping the University realize its mission. The sponsored student organization (the “SSO”) or departmental student organization (the “DSO”) acknowledges their actions and decision are reflective of the university. Correspondingly, both the University and the SSO or DSO (i) require that the organization conduct itself with a high level of accountability, transparency, integrity, and responsibility and (ii) recognize the importance of the SSO’s or DSO’s self-direction and student leadership. Pursuant to this Sponsored or Departmental Student Organization Agreement (this “Agreement”), the University will make available to the SSO or DSO certain resources in order to allow the organization to fulfill its mission and obtain its goals in conjunction with the University’s principles.

C. This Agreement sets forth (a) the rights and obligations of the University, the SSO or DSO and the sponsoring unit (the “Sponsoring Unit”), (b) the University’s expectations for each of the Sponsoring Unit and the SSO or DSO and (c) the Sponsoring Unit’s and the SSO’s or DSO’s expectations of each other.

AGREEMENT

In order to establish the rights and obligations of the University, the organization seeking sponsorship and the Sponsoring Unit, the parties to this Agreement agree as follows:

Section 1. Sponsoring Unit Advisor. The Sponsoring Unit must provide, assign, or approve an advisor for the organization. The Sponsoring Unit Advisor will be responsible for coaching, supporting, mentoring, overseeing and challenging the SSO or DSO. The advisor will not be responsible for the day-to-day

management, delegation and decision-making of the SSO or DSO. Exhibit B attached to this Agreement sets forth the name and various other details of the Sponsoring Unit Advisor.

Section 2. Fiscal Accountability, Management. Please see the Student Organization Classification System for varying requirements of financial management. Exhibit C attached to this Agreement outlines how the Sponsoring Unit and the SSO or DSO will maintain appropriate policies and procedures regarding the financial management.

Section 3. Entire Agreement. This Agreement, together with the exhibits attached to this Agreement, constitute the full and entire understanding and agreement among the parties with regard to the subjects contained in this Agreement and no party will be liable or bound to any other party in any manner by any oral or written representations, warranties, covenants and agreements except as specifically set forth in this Agreement.

Section 4. Amendments and Waivers. Any term or provision of this Agreement may be amended or waived, either retroactively or prospectively and either generally or in a particular instance, only with the written consent of the parties to this Agreement.

ACKNOWLEDGEMENT

By signing the agreement below I understand and agree to all University policies and Student Organization Sponsorship guidelines as outlined in this Agreement.

Organization Name: _____

Department/Unit Sponsoring: _____

Exhibit A
Mission Alignment

1. Please describe how the mission of the student organization and the mission of the sponsoring unit align.

2. Please set forth the various benefits to the campus community from this sponsorship.

3. Please provide three to six goals for which both the Sponsoring Unit and the SSO or DSO will reach/complete this year.

4. Please set forth the learning outcomes that the Sponsoring Unit will provide to the SSO or DSO and the students' development?

5. Please set forth the learning opportunities that the Sponsoring Unit will receive from the SSO or DSO.

Exhibit B
Sponsoring Unit

1. Please provide the following:

a. Sponsoring Unit Advisor Name:

b. Title:

c. Email:

d. Phone:

e. Campus Address:

f. Space, if provided:

g. Administrative support (other than advising) provided: (access to copy/fax machine, office supplies, access to lab, etc.)

2. Please outline the role the Sponsoring Unit Advisor will have when working with the SSO or DSO.

3. Please set forth the frequency with which the Sponsoring Unit Advisor and the SSO or DSO will meet.

4. Please acknowledge that if the Sponsoring Unit Advisor changes during the year, Student Engagement and Leadership must be notified of the change.

Exhibit C**Resources: Fiscal Accountability, Management and Contracts**

1. Please outline how the Sponsoring Unit and the SSO or DSO will maintain appropriate policies and procedures regarding the financial management of the organization.

2. Please set forth the amount of financial support provided by the Sponsoring Unit.

3. Please set forth the budget review process of the SSO or DSO and how will the Sponsoring Unit and the SSO or DSO maintain the budget of the organization.

4. Please set forth the contract review and approval process.