**Indiana University Southeast**

**Sponsorship Record**

*In order to assure that IU Southeast appropriately accounts for its community and regional engagement activities, an academic or administrative unit that uses its own funds to sponsor organizations, events, and activities must submit this form to the Office of the Chancellor.*

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| About the Invitation |
| Event title: |  |
| Hosting organization: |  |
| Event date: |  |
| IU Southeast office sponsoring event: |  |
| Date received by IU Southeast office: |  |
| IU Southeast employees attending event: |  |
| Sponsored amount:  |  |
| Account used to fund event: |  |

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| Sponsorship meets the following criteria: |
| * Value and appropriateness of the proposed association, specifically:
	+ event directly ties into campus mission of educating students in the region, or other priorities of campus;
	+ high-impact community event,
	+ campus has historical tie,
	+ someone significant to campus has a major role (is being honored, for example) in event,
	+ absence of campus would be conspicuous,
* Reciprocity of relationship with other community or regional organizations;
* Public perception of the sponsorship;
* Reasonableness of the expenditure for the sponsorship arrangement;
* Internal coordination of sponsorship across various institutional units.
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| Recognition |
| In return for sponsorship, unit receives: (for example, a logo in a printed program) |  |

* I assure compliance with all applicable Indiana University and IU Southeast policies.

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*Signature of approver Date*