

## Officially Sponsored Student Organization Endorsement Letter

I understand that by signing this endorsement letter my academic or administrative department provides endorsement, support, supervision and assumption of responsibility for \_\_\_\_\_ (*insert student organizations name here*), according to the definition below.

According to our university policy on student organizations the definition of a sponsored organization is as follows:

Officially sponsored," "sponsorship," or "sponsored student organization" means a student organization whose purpose and activities are in accord with the mission of an academic or administrative unit, for whose actions and activities the sponsoring unit provides endorsement, support, supervision, and assumption of responsibility, and that has been officially approved by the vice president.\*

1. **"Endorsement"** means that the sponsoring administrative or academic unit gives approval of the sponsored student organization's status as an official extension of the unit and sanctions the mission, goals, and activities of the sponsored student organization.
2. **"Support"** means to provide for or to maintain by contributing the necessary money, physical space, staff, advising, mentoring, and other resources that the sponsored student organization needs to carry out its mission, goals, and activities.
3. **"Supervision"** means to monitor, oversee, and advise the sponsored student organization. Supervision includes sanctioning and approving all activities and events of the sponsored student organization; maintaining personal knowledge of the sponsored student organization's structure, operations, and activities; and taking action as necessary to ensure that all affairs of the sponsored student organization are consistent with the mission and culture of the sponsoring administrative or academic unit and the University.
4. **"Assumption of responsibility"** means to ensure endorsement, support, and supervision of all aspects of the sponsored student organization. Assumption of responsibility includes accepting financial accountability for all funds collected or spent; making sure the sponsored student organization conducts its affairs in accordance with all applicable University rules and regulations and local, state, and federal laws; and providing the necessary physical and personnel resources, including a dedicated sponsored student organization advisor.

The Center for Student Development will get the approval from the Vice President of Student Life once all letters are received.

Approval from Department Chair or Director of sponsoring unit

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Signature:

Name Printed:

Title:

Date: