



PROCEDURES

SPONSORSHIP OF COMMUNITY BASED ORGANIZATIONS BY THE COMMUNITY RELATIONS DEPARTMENT

Approving Authority: VP External Relations
Effective Date: April 1, 2010

PURPOSE

- 1.00 The purpose of these procedures is to provide for the implementation of the Policy on Sponsorship of Community Based Organizations by the Community Relations Department.

PROCEDURES

2.00 Application

- 2.01 A standard application form for sponsorship by the Community Relations Department will be publicly available through the University of Victoria website or by contacting the office of the Community Relations Department.
- 2.02 Applicants are encouraged to use the application form but are not required to do so providing that the information requested on the form is provided in writing by other means such as email, letter or fax.
- 2.03 Completed applications will be acknowledged and applicants will be told when a decision on their application can be expected.

3.00 Adjudication and Decision Making

- 3.01 Adjudication will be based upon a comparison of the mandate of the applicant to the strategic goal of the university, the likelihood of successful outcomes of the proposal, and the sponsorship recognition to be provided to the University of Victoria.
- 3.02 After considering the budget available, the Director of Community Relations may approve sponsorship requests up to and including \$2500. using the criteria in 3.01 (above) while considering the policy objective of maintaining a balance of sponsorships in the community.

- 3.03 Applications above \$2500. shall be jointly reviewed by the Vice-President External Relations and the Director of Community Relations, and may be approved using the same criteria.
- 4.00 Notification and Implementation
 - 4.01 Successful applicants will be notified in writing including any applicable terms or conditions. Applicants shall submit an invoice in order to generate payment.
 - 4.02 Unsuccessful applicants will be notified in writing and provided with a reason for the decision.
- 5.00 Reporting
 - 5.01 Recipients of sponsorships shall be required to submit a written summary of the initiative including outcomes attained and the sponsorship recognition that was provided to the university. Completion of the report is required before any subsequent sponsorship request will be considered.

AUTHORITIES/OFFICERS

- 6.00 The following is a list of authorities and officers for these procedures:

Approving Authority: Vice-President External Relations

Designated Executive Officer: Vice-President External Relations

Procedural Authority: Director of Community Relations

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- 6.01 The Vice-President External Relations and the Director of Community Relations have the authority to approve changes to the procedures within the constraints of the policy and other university policies.