

## STUDENT CLUBS AND SOCIETIES SPONSORSHIP PROCEDURES

### *Responsibilities of clubs and societies applying for sponsorship*

1. Determine whether the club meets the criteria to apply for sponsorship.
2. Download, complete and submit the student club sponsorship application before the closing date. Applications close **Friday 22 March 2019**.
3. Abide by the rules, criteria and conditions as specified in the Student Sponsorship Policy.
4. Maintain up-to-date contact details on Monash Clubs and Societies webpage.
5. Advertise events on the Monash Business School's events webpage.
6. Promote the club and its activities during orientation.
7. Complete an end of year report to the Dean. The report should be a summary of the sponsorship conditions that the club or society has successfully achieved to date as outlined in the initial sponsorship application, and an estimate on when the outstanding sponsorship conditions are expected to be completed. Sponsorship recipients are encouraged to accompany the report with any relevant photos which may then be used for Monash Business School promotional purposes.

The final report should be submitted by **Friday 22 November 2019**.

### *Responsibilities of the Monash Business School*

1. Contact all student clubs and societies calling for applications at least three (3) weeks prior to the closing date for submission.
2. As necessary, provide advice and guidance to the clubs and societies on the application process.
3. All applications to be forwarded to the Dean, Deputy Dean, Education, Faculty Manager and Senior Management Account (or their nominees) to consider and agree on the disbursement of funds. The final decision will be communicated to clubs and societies mid-April 2019.
4. Submit an annual report to Faculty Board on the distribution and use of the sponsorship funds.