



IRHC Co-Sponsorship Committee Application

New York University

All of the following information should be completed and returned to the Co-Sponsorship Committee Chairman at treasurer@nyuirhc.org. Do **NOT** forget to read the Co-Sponsorship Guidelines as they create the contractual obligation between the IRHC and the sponsorship recipient.

Program Title: _____

Sponsoring Residence Hall or Organization: _____

Contact Name: _____ Contact Title: _____

Contact E-mail: _____ Contact Phone Number(s): _____

Advisor Name & Title: _____ Advisor E-mail: _____

TYPE OF CO-SPONSORSHIP REQUESTED (Please Check all that Apply):

_____ Monetary

_____ Product

_____ Volunteers

For Monetary Requests: For Product Requests: For Volunteer Requests:

Amount Requested: \$ _____ Item: _____ # of Volunteers: _____

Total Budget: \$ _____ Total Cost: \$ _____ # of Hours: _____

Program Location: _____

Program Date & Time: _____

Has this program been done before? _____ If yes, when? _____

Has the sponsoring residence hall or organization received funds from the IRHC in the past? _____

If yes, how much was awarded? \$ _____

What other groups have you already or intend to solicit for co-sponsorship?

Is the event open to all residents? _____ Expected Attendance: _____

If no, who will be invited? _____

BUDGET:

The application for funds should contain a detailed breakdown of how all funds will be spent. Please show all sources of funding and provide a breakdown of where IRHC money will be spent. Please itemize the following applicable categories:

- 1.) SOURCES OF FUNDING (including tickets, contributions from other organizations, ect.)
- 2.) ADVERTISING
- 3.) TRANSPORTATION
- 4.) FACILITY RENTAL
- 5.) FOOD
- 6.) OTHER

FLIER: Please attach a copy of the flier that you will use to advertise the event. Make sure to include the IRHC logo on the flier. The logo is available for download from the IRHC website - www.nyuirhc.org
Contact the Co-Sponsorship Committee Chair: treasurer@nyuirhc.org