Guidelines for CDN Co-sponsorship Request

Thank you for your interest in co-sponsoring an activity with the University of Minnesota’s Career Development Network (CDN). Logistical and financial co-sponsorship is limited to those events and organizations that follow these criteria:

1. The event must be related to the goals and constitution of CDN
2. The event must not specifically advocate a political and/or religious point of view
3. The sponsoring organization must not intend to use the event as a fundraiser
4. The event must not violate CDN or University rules regarding equal opportunity, alcohol use policies or other mandated procedures and policies
5. The University of Minnesota Career Development Network must be listed as a co-sponsor on all event advertising
6. The CDN board must have advance review and veto power over any and all uses of the CDN name and logo in any communications about the event

Criteria includes but is not limited to:

- Strength of concept to meet student, staff (i.e. professional development) and/or campus interest/need
- Proposal’s alignment with the CDN mission
- Timeliness of submission and availability of CDN resources
- Proposed level of CDN involvement in planning and implementation
- Logistical strength of program (is there proper time to plan, are logistics well thought through)

Application Process

Due to the nature of successful event programming and CDN’s budget management requirements, a timely application for co-sponsorship must be made. Submit applications at least 2-3 months prior to the proposed date of the event. Depending on the complexity of the event and resources required, exceptions may be made to the aforementioned timeline.

Applications will be reviewed by the CDN Board as they are received and you can expect a response within 10 business days of receipt of a completed application.

Completing an application does not guarantee support.

As a condition of acceptance, CDN requires an event report following the activity. A template, which fits our semi-annual report format, will be provided.
Request for Co-Sponsorship

This form must be filled out in its entirety and returned to the Career Development Network Board Chair (see contact at http://www.career.umn.edu/cdn.htm) with any applicable attachments.

Organization Requesting Assistance: __________________________________________

Contact Name _______________________________     E-mail __________________

Type of Sponsorship Requested (e.g. financial support, publicity, etc.) ________________

________________________________________________________________________

Event Title _______________________________ Number of Participants____________

Event Date and Time _______________ Location of Event ________________________

Description of the program including target audience, marketing plan and goals (attach additional pages if necessary): _______________________________________________

________________________________________________________________________

If your request includes financial support, please attach a detailed budget and complete the following:

Total cost for activity $_____________ Amount Requested from CDN $_____________

Other sources of funding ______________  Have you applied for a Coke grant? YES  NO

EFS Number (if applicable) _____________          _____________          _____________

Contact Signature ________________________________________ Date ______________

*Not required if submitted from your official U of M email

For CDN Executive Board Use Only

Date Received: ___________ Date shared with Board: __________________

Date shared with PDC (if applicable): ___________ Date response provided: ___________

Approved                   Approved with Amendment (see below)           Denied

Amendments/Reasons for decision ____________________________________________