Process for Sponsored Events:

1. Client/Requestor
   Locates a space that is available for the event, submits request(s)

2. Client/Requestor
   Checks the "External (non UST) Sponsored Event" attribute at the time of request, stating that the request is for a sponsored event. (If client will be submitting more than one request for the event please note in notes to scheduler *Multi Space requests for Sponsorship. If you need to add a space after form has been completed, note to schedule addition to completed Sponsorship.

3. CSS starts a sponsorship form, listing the reference number(s), total waived fee’s and sends to requestor with instructions.

4. Client/Requestor
   Completes form, prints 2 sided and obtains signatures per from the appropriate Dean for their department, the person whom will be present at the event(s) from their department (sponsor), then forwards to the appropriate Executive Vice President for signature of approval. (Academic, Student Affairs and IRT requests = Nora Fitzpatrick AQU 110 / Administrative and remaining organizations = Mark Vangsgard AQU 216)

5. Client/Requestor will contact the external organization they are sponsoring for a Certificate of Insurance per sample provided with Declaration of Sponsorship. If external organization doesn’t have access they can access the service that University has through [https://tulip.ajgrms.com/](https://tulip.ajgrms.com/)

6. EVP approves or denies and returns forms to CSS

7. CSS logs data in the system of records, distributes copies of the declaration of sponsorship (CSS file, client, Linda Halverson) and sends COI to Laurie Dienst AQU 226.