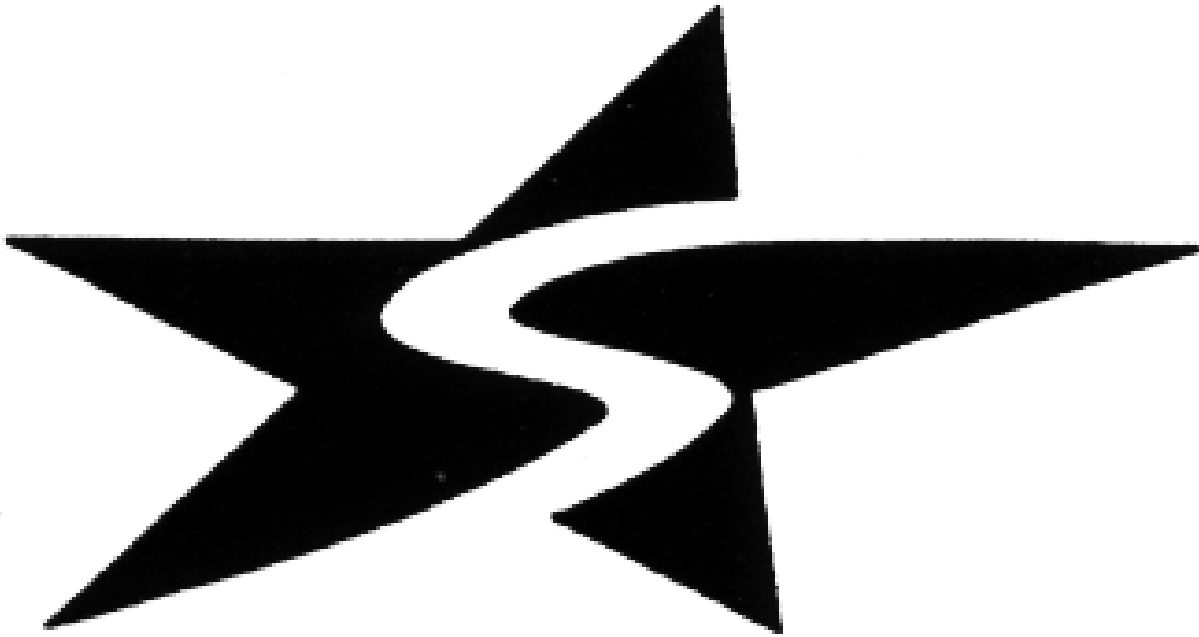


STAR

SAINT THOMAS ACTIVITIES & RECREATION



Cooperative
Programming

WWW.STTHOMAS.EDU/STAR

Mission Statement: *Saint Thomas Activities and Recreation (STAR) builds a strong campus community by maintaining and enhancing traditions. Coordinating innovative student events, STAR creates educational and social opportunities. As a student organization, our objective is to encourage a balanced collegiate experience.*

What is STAR?

- STAR is the main event-planning body for the University of St. Thomas. STAR organizes and facilitates activities on and off campus using 60 percent of the student activities fee. STAR focuses its programming efforts in the areas of concerts, entertainment, lectures, movies, and various special events.
- Through events, STAR provides social and educational opportunities as well as a forum for exploring controversial issues. Through programs such as dances, concerts, and comedians, STAR gives students an opportunity to interact with one another outside the classroom.
- Through cooperative programming, STAR hopes to work with other organizations and departments to coordinate and promote a variety of events at UST.

What can STAR do for you?

- STAR encourages other clubs and organizations of the St. Thomas community to come to STAR as a programming resource. STAR has allotted a percentage of each semester's budget for cooperative programming with other clubs and organizations. STAR will fund up to 75% of an event but not more than \$3000. Funds shall be distributed according to the order of request; it is beneficial to begin programming early in the semester. An application is attached to this sheet. **Please note that the lectures committee has a separate application for cooperative programming because it is allocated separate funds.**
- STAR will only fund items purchased through a University preferred vendor. The most common item is apparel (T-Shirts). A list of preferred vendors can be found at <https://insideust.stthomas.edu/purchasingsvcs/VendorInfo/default.htm>
- STAR board members can help deal with agents and performers, find resources on campus, negotiate contracts, advertise effectively, and other aspects of programming. However, STAR is only a resource and the interns will not plan a cooperative program event.
- Please direct any questions or concerns to the STAR President at (96)2-6136 or stop by room 110 D Murray-Herrick Campus Center.



Cooperative Programming Application

Step 1: Write a proposal letter to STAR

STAR requires that all organizations seeking cooperative programming funds write a detailed letter about the event. All pertinent information about the event should be included. Some examples are the speaker's name and biography, the history of the event, the agency of the performer, other sponsors, the support needed from STAR, and a breakdown of the necessary funding. Please print out the General Event Information on page 5 and include with letter to STAR president.

The proposal letter and this application should be addressed to the Attention of the STAR President and brought to the STAR office (MHC 110-D) **before** noon on the Thursday before the week you are planning to attend the STAR board meeting. It also needs to be at least **TWO WEEKS** prior to the event.

Step 2: Personally request funds at a STAR meeting

STAR also requires all organizations seeking cooperative programming funds to send a representative to a STAR board meeting at least two weeks prior to the event. Board meetings are held every Tuesday at 12:00 pm (contact the STAR President for location). This meeting allows STAR and the organization to clear up any questions or concerns. Following your presentation, the STAR board will consider your request and the president will contact you with their decision.

Step 3: Meet with STAR President to finalize contract

If STAR agrees to the cooperative programming, it is the **responsibility of the organization** to contact the STAR President upon receipt of the approval letter/email. The STAR President and the organization representative will meet to finalize the cooperative programming contract between STAR and the particular organization. A **copy** of this contract is found on the back of this sheet.

The organization will have **three days** from the date of the approval letter/email to contact STAR and complete the contract. **Please note that without this contract all funds offered in the approval letter will be considered null and void.**

Step 4. Note the general requirements for Cooperative Programming

STAR requires that the event be non-exclusionary, campus wide, and follow the guidelines and mission of the University. The event must also benefit the St. Thomas community. If the request is for the purchase of t-shirts, the STAR board will not exclusively fund apparel for the requesting group. The t-shirts must be free for all St. Thomas students as a giveaway or prize. The cooperative program must not contradict the goals of STAR. You will also be asked to fill out an Event Request Form, which can be obtained from Campus Life. Lastly, the event cannot conflict with previously scheduled STAR events.



Cooperative Programming Contract

**** DO NOT FILL OUT UNTIL CONTRACT MEETING ****

2115 Summit Avenue, Mail #4024
St. Paul, MN 55105
Phone (651)962-6136 Facsimile (651)962-6360

Contract Date _____

St. Thomas Activities and Recreation shall be referred to as "STAR" and the organization involved in cooperative programming shall be referred to as "The Organization."

The Organization _____
Event Description _____
Date of Event _____ Time of Event _____
Venue/Address of Event _____

• **General Terms STAR requires for Cooperative Programming:**

- _____ The event must be non-exclusionary and campus wide.
- _____ The event must benefit the St. Thomas community.
- _____ The event does not contradict the goals of STAR.
- _____ The event does not conflict with previously scheduled STAR events.

• **The Organization and STAR agree to the following publicity terms:**

- _____ The Organization will include the STAR name and logo on any and all publicity including posters, banners, and publications used to promote the event.
- _____ The Organization will allow STAR to hang its banner at the event.

• **The Organization and STAR agree to the following payment terms:**

- _____ After the event the Organization will present STAR with all receipts, contracts, order forms, etc. STAR will then transfer the specified amount to the club's account. Please give us the originals of all contracts, receipts, etc. for processing and **MAKE A COPY FOR YOUR RECORDS! Receipts need to be submitted at least 30 days after the date of the event. Inability to follow this stipulation will result in STAR not funding the event.**

• **Other possible terms:**

- _____ The Organization will extend invitations to interested UST students for any dinner or reception.
- _____ The Organization will reserve seats for STAR representatives and/or interested students at the event.

All checked items in this contract shall be considered the terms of the cooperative programming.

X _____
STAR President

X _____
The Organization's representative

Print: _____



Cooperative Programming Contract

General Event Information

Today's Date _____

Contact Person's Name: _____

Contact Person's Telephone: _____ Mail # _____

Email: _____

UST Club or Organization: _____

Advisor: _____ Advisor's Phone Number: _____

Name of Event: _____

Date of Event: _____ Time: _____

Location: _____

Total Cost of Event: \$ _____

Total Requested from STAR: \$ _____

(75% of total cost or up to \$3000 is maximum possible)