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 for undergraduate students.

- Through events, STAR provides social and educational opportunities. Through programs such as dances, recreational activities, movies, performing arts, and concerts, 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 events that are open to the entire UST undergraduate student population.

- STAR will only fund events that have space reserved on campus through the R25 system and have been approved by Campus Life. Reservations must be booked under the club or organization name (NOT STAR).

- 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://auth.stthomas.edu/purchasing/preferredVendors/default.html](https://auth.stthomas.edu/purchasing/preferredVendors/default.html)

- STAR will only fund items printed/created through the University Service Center.

- STAR will only fund food items ordered through University Food Services (exception being if University Food Service cannot provide the food you need i.e. specialty ethnic cuisine)

- 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 STAR (STAR@stthomas.edu) at (962)-6136 or stop by room 317 ASC.

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 (include all sources of funding). Please print out the General Event Information on page 5 and include a letter addressed to the STAR president and the STAR board.

The proposal letter and this application should be addressed to the “Attention of the STAR President” and brought to the Campus Life office (ASC 325) ONE WEEK BEFORE you are planning to attend the STAR board meeting. You need to attend a STAR meeting at least ONE WEEK prior to the event. The event space should be reserved and approved through the R25 reservation system prior to submission of the co-op application. The STAR president will notify you once they have received your co-op request.

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 one week prior to the event. Board meetings are held every Tuesday at 12:00 pm (STAR will contact you with the 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 Finance Intern will contact you with their decision.

Step 3: Meet with STAR Finance Intern to finalize contract
If STAR agrees to the cooperative programming, it is the responsibility of the organization to contact the STAR Finance Intern upon receipt of the approval letter/email. The STAR Finance Intern 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. The event must be approved by Campus Life. Lastly, the event cannot conflict with previously scheduled STAR events. Please see [www.stthomas.edu/star](http://www.stthomas.edu/star) for the event calendar. Note: that this list is not comprehensive and new events can be created.
General Event Information—TURN IN WITH PROPOSAL

Contact Person’s Name: _______________________________  Today’s Date__________
Contact Person’s Telephone: _________ Mail #_____ Email: ________________

UST Club/Organization/Department: ________________________________

Advisor: ____________  Advisor’s Phone Number: ________________

Advisor’s/Department representative signature to approve event: ______________

Name of Event: ______________________________

Date of Event: ______  Time: _______  Location: ________________

R25 Reservation Number: _______________ confirmed _____ tentative _____

Total Cost of Event: $____________

Total Requested from STAR: $____________
(75% of total cost or up to $3000 is maximum possible)

Description of costs:

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<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
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Total Costs

<table>
<thead>
<tr>
<th>Total Costs</th>
<th>&lt;Total Contributed by Your Department or Organization&gt;</th>
<th>&lt;Other Source of Funding1&gt;</th>
<th>&lt;Other Source of Funding 2&gt;</th>
<th>&lt;Other Source of Funding 3&gt;</th>
<th>Total Requested From STAR</th>
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</table>

*Please write in Source of Funding
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

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 apparel, 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 itemized 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 within 45 days of the event date. Inability to follow this stipulation will result in STAR not funding the event.**

• **Other possible terms:**
  ____
  ____
  ____

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

X_________________________   STAR Finance Intern Signature
X_________________________   Organization representative’s name (please print)
X_________________________   Organizations representative’s signature