

SPONSORSHIP APPLICATION COVER SHEET

Date:

Requesting Faculty Unit or Department:

Off-Campus Organization:

Name of Event:

Requested Information

Any sponsored activity must support and further the mission and purpose of Brigham Young University–Hawaii. The sponsoring faculty, department, or service area assumes responsibility for the appropriateness of the activity for campus, conduct of participants, and all direct costs associated with set-up and arrangements for the event. Full sponsorship authorization is required before facility or equipment usage can be confirmed. Such events are subject to established scheduling priorities and fees.

In a separate attachment, please provide the following information to initiate your department’s request. A brief one- or two-page outline with complete details enables a policy review and allows the Sponsorship Review Committee to make an informed and timely decision.

1. Sponsor: Name of faculty unit or department, contact person, campus address, phone, e-mail
2. Purpose: overall objectives, rationale for faculty unit or department involvement and use of university resources
3. Description: nature of activity, planning and organization, anticipated set-up/arrangements
4. Targeted group: intended audience and expected number of attendees
5. Proposed Date, Location, and Time: preferred campus venue and requested timeframe
6. Faculty/Staff Involvement: how faculty unit or department personnel will contribute to or, support activity
7. Student Involvement: how students are expected to contribute to, or support activity
8. Academic Connection: course name, course number and program
9. Minor(s) Involvement: Will minors be involved in this event?

Approval/Signatures

The following signatures indicate support for the activity

Program Lead or Department Manager	<i>Name:</i>	<i>Faculty Unit or Department:</i>
	<i>Signature:</i>	
Dean/Director:	<i>Name:</i>	<i>Faculty Unit or Department:</i>
	<i>Signature:</i>	

Submit form to: University Scheduling, LSB 263, 808 675-3780, universitiescheduling@byuh.edu

Office Use Only

Date submitted: _____

Comments:

Signed: _____ Date: _____ Approved Not Approved
Sponsorship Review Committee Authorization

Requirements for Sponsorship of Non-BYU Organizations

The resources used at BYU–Hawaii come from the tithing funds of the Church, contributions from donors, purchases by customers and funded research. Regardless of source, all resources given to BYU–Hawaii are considered sacred. This means that we are careful with the resources we have been given. It means that funds allocated for one purpose are not to be diverted to another purpose...it means we will evaluate what we do on a regular basis and fund only those activities that make a real contribution to the mission of the university.

A sponsorship application must be completed anytime a non-BYU–Hawaii entity wishes to hold an event on campus through a sponsoring faculty unit or department. Both entities must understand and comply with the following:

- **The sponsored event must support and further the mission and purpose of Brigham Young University Hawaii**, the Faculty Unit, and/or department. The Dean or Director of the sponsoring organization must approve the justification for sponsorship. The Sponsorship Review Committee will review the application, followed by your upline VP for final approval. Academic Buildings are intended to be scheduled only for academic purposes.
- The completed application must be submitted a minimum of 21 business days prior to the day of the event
- The sponsoring organization is financially responsible for all direct costs associated with the event.
- The sponsoring organization is responsible for ensuring compliance with university policies regarding the use of approved food service providers via David Keala. - No charitable or humanitarian fund-raising will be allowed.
- All funds and ticket sales must be administered in accordance with university policy and established guidelines of the facility that is being used.
- Requests may be denied that are deemed to set an unwanted precedent for the use of university facilities or do not sufficiently represent the best interests of the university.

Sponsorship approval is required before facility reservations can be made
Events are subject to established scheduling priorities and fees
Indemnification and Liability coverage may be required from non-BYUH organizations

Return the completed sponsorship application paperwork to University Scheduling at universitiescheduling@byuh.edu.

The **Sponsorship Review Committee** will review the application to confirm compliance with university policies and procedures, followed by your upline VP for final approval

Academic Standards for External Use of University Facilities

The following academic standards apply to requests from academic programs/faculty units or other departments collaborating with outside organizations or community members who wish to use university facilities. These standards should be met to ensure alignment with the institution's educational mission and prioritize student engagement and academic relevance.

1. Alignment with Academic Mission

The proposed activity must support or enhance the university's mission and educational outcomes. It should reflect the university's core academic values and priorities.

2. Relevance to Academic Programs or Courses

The activity must be demonstrably connected to a program's curriculum, course objectives, or co-curricular learning outcomes. The sponsoring academic program/unit must confirm alignment with its instructional goals.

3. Student Engagement or Participation

Students must be meaningfully involved, either through participation, presentation, collaboration, or hands-on experiential learning or application.

4. Faculty Involvement or Oversight

A faculty member must be engaged as an advisor, coordinator, or evaluator to ensure academic integrity. Faculty may integrate the activity into coursework, research, or community-based service learning.

5. Collaboration with Academic Units

Proposals must be co-sponsored or endorsed by a university academic program or unit.

6. Non-Commercial Intent

Activities must not serve primarily as commercial ventures or sales events, including any revenue-generating (such as, but not limited to, fund-raising) elements.