The Office of the University Chaplain

CO-SPONSORSHIP FUND

Fall 2013 Fund Award Instructions

Congratulations on receiving funds from the Office of the University Chaplain! We are excited to support you in your endeavor to bring an innovative and engaging program to the communities of Columbia University. The following is a list of the OUC Co-Sponsorship Fund requirements associated with your award, to be discussed in further detail below:

1. Invitation and Free Admission to Events
2. Event Advertisement
3. Evaluations
4. Allocation and Payments

**1. Invitation and Free Admission to Events**

At least one representative from the OUC will attend your event. When possible, the representative will speak briefly to introduce the event. The representative will usually be a student Chaplain’s Associate. This person will notify you of his/her attendance prior to the event. When your event is scheduled, it is your responsibility to contact that Chaplain’s Associate to extend your invitation. The OUC representative should NOT be charged an admission fee.

The Chaplain’s Associate will remind you of the materials you should submit. Your cooperation on these matters will be important in accessing the eligibility of your group for this and future co-sponsorship awards.

**2. Event Advertisement**

Please include the logo for the Office of the University Chaplain as well as acknowledgement of the OUC Co-Sponsorship Fund on all advertising materials for your event. Submit an electronic copy to mm3767@columbia.edu. Also submit a hard copy of your advertising materials to Room 112 in Earl Hall.

**3. Evaluations**

Within two weeks of the completion of your event, a member of the group must submit an evaluation of the event. This evaluation should describe the event. You should also examine several aspects of the event, such as a certain issue that was of particular personal interest, audience feedback, logistics, follow-up plans, or the lessons imparted by the overall presentation. Photographs are particularly helpful in addition to your reflection.

**4. Allocation and Payments**

Your reward will NOT be directly transferred into your group’s account.

* If you are using a University service (e.g., A/V, Columbia Catering and Printing Services) and require a ChartString for payment, please contact Robert Doyle, the Assistant Director of Administration, at rd2521@columbia.edu or 212-854-6242 in Room 202 of Earl Hall.
* If you are using a recognized University vendor, and you require a voucher, please contact Martin Malzahn, the Assistant University Chaplain, in Room 112 of Earl Hall.
* Please write **“OUC Co-Sponsorship Fund”** on top of all your payment requests.

Reimbursable receipts; check requests; and/or vouchers must detail your expenses. Final reimbursement is not allocated until our office receives your event invitation, advertisement, and evaluations.