



Social Planning and Events Committee

University of Pennsylvania

Co-Sponsorship Guidelines for the Social Planning and Events Committee of the University of Pennsylvania Last Updated: September 2023

Preamble

The Social Planning and Events Committee has established several dedicated funds open to undergraduate student groups in order to better fulfill its mission of providing social programming and special events for the entire undergraduate community. The mission of SPEC co-sponsorship is to facilitate diverse undergraduate events of high quality, not only through monetary grants but through mentorship, logistical and technical support.

Section I: Definitions

- a. "SPEC" is the Social Planning and Events Committee of the University of Pennsylvania.
- b. A "co-sponsorship" is a grant of monies from SPEC to another entity for the purpose of producing an event.
- c. The "Guidelines" are this document, as amended by SPEC Steering. The Guidelines take priority over all other SPEC documents except the SPEC Constitution.
- d. The "SPEC co-sponsorship Funds" are the SPEC Fully Planned Fund, the SPEC Connaissance co-sponsorship Fund, the SPEC-TRUM co-sponsorship Fund, and any other such fund created by SPEC or allocated to SPEC by the Undergraduate Assembly with the express intent of providing co-sponsorship.
- e. A SPEC "Standing Committee" is a committee established pursuant to the SPEC Constitution.
- f. A "group" for the purposes of this policy is an undergraduate organization recognized by the Office of Student Affairs as such.

- g. "OSA" is the Office of Student Affairs within the University Life Division of the University of Pennsylvania.
- h. A "coalition" is an undergraduate group whose basic voting members are other undergraduate groups.
- i. A "theme week" is a series of events organized by a group or coalition structured as a single program, usually but not necessarily across a calendar week. These include but are not limited to "cultural weeks" organized by the minority coalitions.
- j. The "President", "Vice-President", "Secretary", and "Treasurer" are, unless otherwise stated, the officers of SPEC.
- k. Unless otherwise stated, "Steering" refers to SPEC Steering, while "Exec" refers to the SPEC Executive Board.
- l. "Open events" are those which every undergraduate student has an equal chance of attending

Section II: Funding Requirements

These funding requirements apply to all SPEC co-sponsorship sources, including SPEC co-sponsorship Funds and co-sponsorship by SPEC committees without dedicated co-sponsorship funds.

- a. Only undergraduate groups recognized by the Office of Student Affairs may apply for co-sponsorship. SPEC shall not fund academic departments.
- b. SPEC should remain cognizant that as a group, SPEC is a nonpartisan and non-religious organization and make funding decisions accordingly
- c. SPEC grants funds for specific events, purposes, and line items. SPEC Funds may never be used outside of the specification provided with a funding decision
- d. SPEC will ordinarily only transfer money internally into a University account. All deviations from this must be approved in advance on an event by event basis by the SPEC Treasurer in consultation with OSA staff and in writing.
- e. Under no circumstances shall SPEC make funding decisions retroactively, nor shall SPEC assume any debt pertaining to co-sponsored events.
- f. Applications must be received at least (2) weeks prior to the event date, except in particular cases of requests for reconsideration.
- g. There is no limit to the number of events for which groups may apply for funding.
- h. SPEC shall only fund demonstrated financial needs of any particular event. If a group raises a surplus through other revenues, SPEC may decrease its contribution accordingly.
- i. SPEC shall not fund any audio-visual equipment or labor that can in the judgment of the relevant funding committee be provided by SPEC Sound.
- j. SPEC shall not fund the purchase of food or drink.
- k. SPEC shall not fund charitable donations, gifts, or cash equivalents.
- l. SPEC shall fund groups that primarily serve the Penn undergraduate population
- m. When making funding decisions, the following should be considered:

- i. Accessibility to the overall undergraduate population, including the openness of the event and any financial commitments required for attendance
- ii. The amount of funding individual groups have received over the course of the academic year to ensure even distribution across all student groups
- iii. Anticipated participation relative to funds requested to ensure events are benefiting as many students as possible
- iv. Impact on the Penn or Philadelphia community to ensure that the lasting effects of the event are positive
- v. Undergraduate student body demand and event feasibility
- vi. Groups' qualifications and likelihood for applying and receiving funding from other sources to ensure those without many funding opportunities receive financial assistance

Section III: Responsibilities of Co-sponsored Groups

All groups cosponsored by SPEC must accept the following terms and conditions of co-sponsorship:

- a. Groups must disclose all sources of funds for the event on their co-sponsorship application.
- b. If a group receives a surplus of funds from revenues (including but not limited to ticket sales, grants, and other funding sources) for an event for which they received co-sponsorship, they must report this surplus to SPEC.
- c. SPEC may request co-sponsored groups to furnish records to demonstrate compliance with SPEC funding procedures.
- d. Any legally binding agreements for events receiving co-sponsorship funding must be made through an official University department.
- e. Within 14 days of the conclusion of the event, the applicant must submit an Event Expense Report to the Office of Student Affairs with receipts or an annotated copy of their statement of university account relevant to the event.
- f. Groups or group advisers may not initiate budget transfers from SPEC under any circumstances. The SPEC Treasurer shall initiate all budget transfers for SPEC co-sponsorships.
- g. If a group believes that it is in non-receipt of funds from SPEC, it must notify the Secretary in writing before the last day of reading days for the semester in which it received the funding allocation.
- h. Groups will not receive funding retroactively for funds non-received in the previous academic year.

IV. SPEC Co-sponsorship Sources

- a. Each SPEC Co-sponsorship Fund except Fully Planned are administered by a particular SPEC Standing Committee and shall be governed by the Constitution of its respective Standing Committee, except as these Guidelines otherwise provide.
- b. Committees may not use the SPEC Co-sponsorship Funds they administer for SPEC operating expenses.
- c. Committees with dedicated co-sponsorship funds must meet at least once every academic week for the purpose of considering co-sponsorship applications.
- d. Directors of SPEC Committees may not initiate budget transfers for the purposes of co-sponsorships under any circumstances.
- e. Every committee of SPEC may, with the advice and consent of Exec, use their operating budgets for co-sponsorships through such means and procedures as they think fit.
- f. Committee members should be involved in the funding decision process, at the discretion of the committee directors
 - i. Qualifications for voting should include new members attending at least 3 meetings before they can participating in voting
 - ii. Funding decisions should reach a simple majority among committee members and agreement from at least one director before they are confirmed
 - iii. Voting members should disclose any conflicts of interests during the decision process, such as being a member of a group applying for funding.

V. Constitution of Fully Planned Committee

- a. The Fully Planned Fund shall be administered by the Fully Planned committee, who shall have final responsibility for determining Fully Planned grants. It shall not be a SPEC standing committee with representation on Steering pursuant to the SPEC Constitution.
- b. The Fully Planned Committee shall consist of:
 - i. The Treasurer (chair), and
 - ii. The Secretary (vice-chair),
 - iii. At least three, but no more than seven, representatives of the SPEC membership, confirmed by a majority of Exec, inclusive of one member of Connaissance, one member of SPEC-TRUM and one member from neither Connaissance nor SPEC-TRUM.
 - iv. The President, Vice-President, SPEC Advisor and SPEC Graduate Assistant (all nonvoting).
- c. The Fully Planned Committee shall meet at least once each academic week, at a time and date posted on the SPEC website. A quorum shall be at least one of the Treasurer or Secretary, a member of Connaissance, a member of SPEC-TRUM, and one director from a committee that is not Connaissance of SPEC-TRUM. The Fully Planned Committee shall review all pending applications for Fully Planned funding at each meeting.

- d. Funding decisions require a simple majority of the all of the members present

VI. Administration of the Funding Process

- a. The SPEC Executive Board shall exercise general supervision over the co-sponsorship application process. In exercising this general responsibility, it shall:
 - i. Establish and from time to time revise the Common Co-sponsorship Application and the Event Report, and all other forms relating to the co-sponsorship process,
 - ii. Ensure that all SPEC officers and committees comply with these guidelines,
 - iii. Withhold granted funds and/or unwind transferred funds to co-sponsored groups at any time if in its judgment such funds were used in violation of these Guidelines or the policies of the University of Pennsylvania, or used outside of the purpose of the co-sponsorship.
 - iv. Assess penalties, up to and including a ban on co-sponsorship requests for a maximum of two academic years, to groups whom in its judgment violate these policies,
 - v. Review and modify, in extraordinary cases, funding decisions from any of the Committees.
- b. The Treasurer shall be responsible for coordinating the co-sponsorship process in general, including but not limited to:
 - i. Chairing the Fully Planned Committee,
 - ii. Collecting and distributing applications to all SPEC funding sources
 - iii. Aggregating and informing applicant groups of funding decisions
 - iv. Communicating all procedures to applicant groups, and,
 - v. Receiving and filing all event reports after certification by the Treasurer
 - vi. Providing cosponsored groups with a justification of SPEC's decisions upon request.
- c. The Secretary, or, if they are unavailable, the Vice-President, shall be responsible for coordinating the financial administration of the co-sponsorship process, including but not limited to:
 - i. Chairing the Fully Planned Committee in the absence of the Treasurer,
 - ii. After receiving completed Event Reports, certifying the event's revenues and expenditures in order to ensure that no surplus funds are due to SPEC, the funds granted by SPEC were used by the applicant for the purposes allocated, and the group complied with these Guidelines,
 - iii. After certifying the event report, transferring the appropriate funds to the group's university account.
 - iv. Reversing and remanding any decision made by a Funding Committee.
- d. To better inform the undergraduate community about SPEC co-sponsorship opportunities, Exec shall inform the following organizations especially about these Guidelines:
 - i. The Undergraduate Assembly Steering Committee,

- ii. The Consortium of Minority Coalitions (the "7B"), namely UMOJA, the Asian-Pacific Student Coalition, the Lambda Alliance, the Latinx Coalition, Natives at Penn, Penn Association for Gender Equity, and the United Minorities Council.
- iii. Programs In Religion, Interfaith, and Spirituality Matters (PRISM),
- iv. The General Body of the Student Activities Council.

VII. Amendments, Interpretation and Applicability of Guidelines

- a. It shall be the responsibility of Exec to interpret and apply these Guidelines, with the review of SPEC Steering.
- b. These Guidelines may be amended by $\frac{2}{3}$ approval of SPEC Steering and $\frac{3}{4}$ of the SPEC Executive Board.

Approved by Steering Committee 09/2023