Application to Request University Sponsorship of Registered Student Organizations
Must be completed every year to be recognized as a Sponsored Organization

Name of Registered Student Organization: _____________________________________________

Sponsorship
To be officially sponsored by the university, a registered student organization must obtain the endorsement of a department or agency of the university and approval of the appropriate department chair and/or dean. The sponsoring department and registered student organization must complete the Application to Request University Sponsorship of Registered Student Organizations form and submit it to the Bryan Williams, M.D. Student Center on an annual basis. Sponsorship may not be extended to groups involved in political or religious activities or in projects for private gain.

“Officially sponsored,” “sponsorship,” or “sponsored student organization” means a registered student organization whose purpose and activities are in accord with the mission of an academic or administrative unit, for whose actions and activities the sponsoring unit provides endorsement, support, supervision, and assumption of responsibility, and that has been officially approved by the vice president of Student and Alumni Affairs.

- “Endorsement” means that the sponsoring administrative or academic unit gives approval of the registered student organization’s status as an official extension of the unit and sanctions the mission, goals, and activities of the registered student organization.
- “Support” means to provide for or to maintain by contributing the necessary money, physical space, staff, advising, mentoring and other resources that the registered student organization needs to carry out its mission, goals, and activities.
- “Supervision” means to monitor, oversee, and advise the registered student organization. Supervision includes sanctioning and approving of all activities and events of the registered student organization; maintaining personal knowledge of the registered student organization’s structure, operations, and activities; and taking action as necessary to ensure that all affairs of the registered student organization are consistent with the mission and culture of the sponsoring administrative or academic unit and the university.
- “Assumption of responsibility” means to ensure endorsement, support, and supervision of all aspects of the registered student organization. Assumption of responsibility includes accepting financial accountability for all funds collected or spent; making sure the registered student organization conducts its affairs in accordance with all applicable university rules and regulations, Regents’ Rules, and local, state and federal laws; and providing the necessary physical and personnel resources, including a dedicated adviser.

Financial Affairs
The sponsoring unit is responsible for the financial affairs of the Sponsored Student Organization except in the area of fund-raising which is under the governance of the Bryan Williams, M.D. Student Center director and vice president of Student and Alumni Affairs.

Compliance with Regulations
Using the Name of the University: Only a registered student organization that is officially sponsored by the university as defined in the Registered Student Organization’s Manual may use the name of the university or an abbreviation of the name of the university or any of the university’s trademarks or service marks as part of or in conjunction with its group name.

Nondiscrimination: It is the policy of The University of Texas Southwestern Medical Center to provide an educational and working environment that provides equal opportunity to all members of the university community. In accordance with federal and state law, the university prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship and veteran status. Pursuant to university policy, this policy also prohibits discrimination on the basis of sexual orientation, gender identity and gender expression.

Sensitive Information: University sponsored organizations must comply with all institutional regulations concerning sensitive personal information.

Bryan Williams, M.D. Student Center
Officially Sponsored Registered Student Organization
2016-2017
For Registered Student Organization to complete:
(Must be completed by the Authorized Representative of the Student Organization prior to all parties signing.)

1. What are the reasons for which your organization is seeking “official” sponsorship?

2. What are your registered student organization’s major activities?

3. What role does your adviser play?

For Sponsoring Department to complete:
(Must be completed by the Adviser)

Name of Sponsoring Department ______________________________________________________

What steps will be taken to supervise the activities of this registered student organization you propose to sponsor?

Authorized Representative (President)
Name ______________________________ Signature _________________________ Date __________
Email: _____________________________________________ Phone _______________________

Authorized Representative (Vice President)
Name ______________________________ Signature _________________________ Date __________
Email: _____________________________________________ Phone _______________________

Adviser’s Approval:
Name ______________________________ Signature _________________________ Date __________
Email: _____________________________________________ Phone _______________________

Department Chair/Director’s Approval:
Name ______________________________ Signature _________________________ Date __________
Email: _____________________________________________ Phone _______________________

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