

Miami University
Division of Student Affairs
Miami University Special Events Funding

Student organizations and university entities frequently request funds for special programming from multiple divisions, departments, and offices at the University. In order to have one institutional response for such requests at the Presidential and Vice Presidential levels, the following policy guidelines are in effect beginning January 2005.

All funding requests for special event programming from student organizations and all university entities that are planning university-wide events should now be directed to the Division of Student Affairs. The Dean of Students (Susan Mosley-Howard) and/or the Associate Vice President for Student Affairs (Dennis Roberts) will be responsible for reviewing and processing requests. Requests should be submitted to the Division of Student Affairs at least 6-weeks (for non-major events) or 8-weeks (for major events*) prior to the event.

The University has established a special account, titled the **Miami University Special Events Fund**. Individual offices or divisions are not event sponsors or contributors; the University is a sponsor of or contributor to the event and any advertising done should reflect a contribution from the Miami University Special Events Fund.

Once the requests have been reviewed, the student organization or university entity will receive a memo indicating that the request has been approved or not approved. If approved, you will need to contact the Office of Student Affairs on 9-1877 for the appropriate accounting information. If the event has been canceled or funds are not used, the funds will need to be returned to the Division of Student Affairs.

The following are examples of events that will not be funded:

- A department brings in a speaker that is for a group of students with a particular major.
- An event for which revenue is anticipated to cover 50% or more of the cost or where proceeds to charitable causes are likely to be less than the cost of the event.

*Major events are events that require contractual agreements.

Please note:

If booking a speaker or entertainer is part of your proposal, there are a couple of items to watch. First, only authorized University staff can commit to a contract; you cannot initiate or sign an agreement that obligates your organization or the University for payment or conditions of service. Second, you should not agree to a specific dollar amount or appearance conditions in your preliminary negotiations. Obtain an indication of the range commonly charged, agree to a tentative date for the engagement, and then inform the speaker or her/his agent that an official University representative will be back in touch.

These funds can be used to sponsor a political speaker but will not be used for political fundraising events.