

PN 3.038

(Revised)

POLICY ON SPONSORED/CO-SPONSORED EVENTS/ACTIVITIES  
AND FEE WAIVERS

The State of Maryland requires all sponsored events/activities that use state resources to generate revenue to deposit said revenues with the State of Maryland and have a written agreement for the use of those resources approved by the responsible University official. Events/activities can be entirely sponsored by the University or the Frostburg State University Foundation, Inc. or can be co-sponsored by any combination of previously mentioned entities and an outside organization.

To insure compliance with State of Maryland and University of Maryland System regulations; a written request must be submitted for approval at least one month prior to any commitments made for a planned sponsored or co-sponsored event/activity at Frostburg State University.

Events sponsored entirely by Frostburg State University require approval by the appropriate School Dean or the Vice President. These events/activities are considered to be within the normal scope of the stated mission and objectives of the University. All events/activities organized through an academic or non-academic department must follow the standard procedures of that department. The individual(s) authorized to conduct a sponsored event is/are responsible for the proper accounting and the proprietorship of the deposit of all revenues with the University.

Events sponsored entirely by the Frostburg State University Foundation, Inc. require approval by the Vice President for University Advancement. These events/activities are considered to be within the normal scope of the stated mission and objectives of the Foundation. Events organized through the Foundation must follow the standard procedures of the Foundation. As per its contract with the University the Foundation is allowed to use University space at no charge. The individual(s) authorized to conduct a sponsored event is/are responsible for the proper

accounting and the proprietorship of the deposit of all revenues with the Foundation.

Events co-sponsored by the University and another organization must be approved by the President of the University or designee. This includes joint events/activities involving the FSU Foundation, Inc. These events/activities are outside the normal scope of the University and/or the Foundation. Events/activities organized in partnership with an academic or non-academic department must follow the standard procedures of that department. The individual(s) authorized to conduct a co-sponsored event is/are responsible for the proper accounting and the proprietorship of the deposit of all revenues with the University or one of the co-sponsoring organizations.

All funds used for any sponsored event/activity must be approved via the channels dictated by the event planner's department or organization. Expenses paid for with University funds must be recovered prior to the deposit of revenues with a non-University organization (including the Foundation). Any University funds beyond those directly controlled by the planner's department or organization must be approved by the President of the University or designee. Any waiver of fees must be approved by the appropriate Dean/Vice President and the President or designee. This includes expenses considered to be outside the normal scope of the department providing the service such as overtime labor or extraordinary purchasing of supplies or material (i.e. grass seed for re-seeding fields, wood for the construction of barricades, or tape for putting down the Arena floor covering).

Events involving fundraising with an anticipated net income in excess of \$500.00 must be recommended and/or approved by the Director of Development and/or a designee.

Any outside organization wishing a fee waiver to utilize University facilities and/or services for less than what the current fee structure dictates must submit a written request to the Director of the Office of Conferences and Events for evaluation. Upon evaluation by the Director of the Office of Conferences and Events the request will be forwarded to the President of the University or designee for final approval. Approval of a fee waiver does not allow the organizer to use the University's name either as a sponsor or co-sponsor.

Use of Frostburg State University's name as a sponsor or co-sponsor in any publication must be pre-approved by

the President of the University or designee.

Ref. BOR IV - 2.00