

Policy 6 - D      Policy of Sponsorship/Donation

i) OPUS is a non-profit, part-time student funded organization, and has a limited budget to provide donations. OPUS understands that from time-to-time various University of Windsor recognized student groups or clubs may need monetary assistance to facilitate group / club events or causes. OPUS will consider all requests for donations provided the following process is recognized and adhered to by the requesting student group or club.

a. The requesting student group or club must be recognized by the University of Windsor and the event or cause must be sanctioned.

b. The requesting student group or club must complete a Donation Request Form at least 30 days prior to the event or cause, to the OPUS office or OPUS e-mail. As stated, OPUS has limited funds to donate, so this is a first-come / first-serve process, until the funds are exhausted for the OPUS fiscal year.

c. The requesting student group or club must be prepared to make a 5 minute presentation to the OPUS BOD monthly meeting, when requested.

d. The requesting student group or club must clearly document, on the Donation Request form, the benefit to OPUS student and the OPUS community at large. OPUS members must be allowed to attend/ participate in the event or cause and every effort must be executed to assure OPUS members are aware of the event or cause and their ability to attend / participate.

e. The requesting student group or club must clearly document, on the Donation request form, how OPUS will be recognized as a contributory sponsor of the event or cause. The method of this recognition must be clearly documented on the Donation Request form. Considerations may include (but are not limited to); Hanging of the OPUS Banner; OPUS logo on the tickets; allowing OPUS literature to be handed-out; Recognition of OPUS in any newsletters or other promotional materials ; event gifts having OPUS logo on it; etc.

ii) OPUS deems it a responsibility to give-back to student groups or clubs and is proud to participate in student body sanctioned events within the University Of Windsor community. To ensure fair consideration and distribution of OPUS student membership funds; and to give all University of Windsor student groups or clubs opportunity to receive (OPUS BOD approved) funds, the following parameters will be considered when applying for donations:

a. Only one approved donation per student group or club, in a 2 calendar year period will be allowed.

b. Only on-campus events or causes will be considered unless the requesting student group or cause can demonstrate the necessity to hold said event or cause at an off-campus location.

c. Only University of Windsor sanction events or causes will be considered. Any exception to this must be clearly explained on the Donation request form including why the event or cause was not sanctioned or why a sanction was not obtained.

d. Only OPUS BOD approved funding recognized. Any approvals by OPUS employees, individual BOD members or persons claiming OPUS approval authority will not be recognized.

e. OPUS banners or literature can be used to promote OPUS at the student event or cause. The student group needs to ensure that all materials are returned in acceptable condition without damage. If not, they're responsible to pay for those damages.

f. Although not required, OPUS would request the student groups or clubs provide a summary of the event or cause results, including where possible the contribution of OPUS to the success of said event or cause.

iii) OPUS does not give directly to charities, unless an approved event is attached to said charity, or University of Windsor funded (or government funded) student groups or organizations such as varsity teams or research and development activities.