



"Creating an excellent
college experience"

Date Issued:
August 2013

Policy Number:

312

Revised:
August 2016

Section:
Administration

Subject:

**Club Sports Intramurals
Sponsorship**

Club Sports/Intramurals Sponsorship:

Dining Services is a major sponsor of Utah State University Club Sports as part of our mission of "**Creating an Excellent College Experience**". Dining Services has donated \$20,000 in kind to be utilized before the date listed on the MOU. Donations may take the form of food ordered thru University Catering or other opportunities such as Block Meal Plans. (For further details see Club Sports/Intramurals Sponsorship Memorandum of Understanding)

Procedure:

1. Clubs seeking donations will fill out the appropriate approval form (312a) and have the form signed by Chase Ellis, Club Sports Coordinator, and preferred **2 weeks** before the event to ensure Dining Services' ability to accommodate the request.
 - a. Fill out all information and provide current contact information of the person in charge of the event
 - b. The dollar amount approved must be represented.
 - c. Form must be signed by Chase Ellis.
2. Bring approved form to University Catering to arrange for the donation.

Contact Information:

 - a. Taggart Student Center Room 232
 - b. Sara Riggs, Dining Services Staff Assistant
 - i. Ph. 797-1701
 - ii. Sara.riggs@usu.edu
 - c. Annie Christensen, Catering Sales Assoc.
 - i. Ph. 797-3398
 - ii. annie.christensen@usu.edu
3. Discuss Marketing efforts as appropriate. Dining Services can provide some marketing materials to help with recognition of the donation.
 - a. Banner
 - b. Signs to be delivered to the event
 - c. Electronic Logos
4. Make other arrangements as necessary.
5. Amount of donation is tracked annually by the Executive Assistant and an itemized billing is provided to Chase Ellis at the first of each month.

BILLING PROCEDURE:

1. The total amount donated is paid by the FSA P-Card.
 - a. Any remaining total not donated will be sent to the contact to be paid.
 - b. As appropriate apply discounts to the remaining amount
 - c. DONATED AMOUNT IS NOT DISCOUNTED.
2. The receipt for the event is sent to Executive Assistant.
3. In P-Card Log, the transaction is put in the account 714400 Receptions and Guests

4. Each month the Executive Assistant sends an itemized statement to both Chase Ellis, Club Sports Coordinator as well as the Executive Director of Dining Services.