

# UMKC Friends of the Library Co-sponsorship Guidelines and Request Form

UMKC Friends of the Library encourages collaborative activities in areas of mutual interest. If your organization would like to request the Friends' participation as a co-sponsor for your event, please complete the following form and send it [fol@umkc.edu](mailto:fol@umkc.edu) at least four weeks prior to the date funds are needed.

Co-sponsorship is appropriate when there is a clear connection between or benefit to all sponsoring partners. For UMKC Friends of the Library, the events we co-sponsor must align with our mission to provide community support to strengthen collections and services of the UMKC Libraries. This can be extended to include our support of the UMKC Libraries' mission and [strategic plan](#).

Decisions regarding sponsorship will be determined by a vote of the Friends' board of directors based upon the answers provided below, available budgeted funds, and in consideration of other pending proposals or commitments. You are welcome to request any amount, however typical requests range from \$50 - \$500 with average funding levels between \$100 and \$250 per event. If funded, the board requests a follow-up report be submitted within 30 days of the event including but not limited to information about the number of attendees or participants, amount of funds raised (if applicable), and an assessment of the event's overall effectiveness at drawing the intended audience.

**Name of Event:**

**Event Date / Time / Location:**

**Anticipated # of guests or attendees:**

**Total cost or budget:**

**Amount requested from FOL:**

**Primary Contact Name, Title, Organization:**

**Email:**

**Phone:**

**Brief description of the event:**

**Is this the first time this event will be held? If not, approximately how many people attended or participated in the event in the past?**

**Brief description of intended audience or attendees. (Will they be students, faculty, community members? A combination? Approximately what mix? From a particular discipline, interest group, or organization?) Please be as specific as possible.**

**Briefly describe how this event aligns with and supports UMKC Friends of the Library/UMKC Libraries' mission or strategic goals.**

**List all organizers, partners, and sponsors including a brief description of each party's role or level of involvement.**