**Hallam Students’ Union (HSU)**

**SOCIETY SPONSORSHIP AGREEMENT FORM**

The writing in blue is what the Society needs to change/add on this agreement.

Once completed, please send this agreement form first to the Societies Team at [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk) before gaining a final signature from the Sponsor.

All Sponsors agree to sponsor the Society, not an individual student/s.

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| --- | --- | --- | --- |
| Society name: | *Write here* | | |
| Society email address: | *Write here* | | |
| Student’s name who is the primary contact for this agreement: | *Write here* | Committee Position: | *Write here* |
| Mobile phone number: | *Write here* | | |
| University email address: | *Write here* | Personal email address: | *Write here* |
| Contact Address | Hallam Students’ Union, 6 Paternoster Row, Sheffield, S1 2QQ | | |

1. **Society and Student details:**

This section is to be completed by the Society.

1. **Sponsor details:**

This section is to be completed by the Society or the Sponsor.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation: | *Write here* | | |
| Name of primary staff contact: | *Write here* | Job title: | *Write here* |
| Organisation property address: | *Write here* | | |
| Telephone number: | *Write here* | Email address: | *Write here* |

1. **Period of Agreement**

This section is to be completed by the Society.

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| --- | --- |
| Start date of this agreement: | *Write here – must include the day, month and year. Must be within the current academic year.* |
| End date of this agreement | *Write here – must include the day, month and year. Must be within the current academic year eg. July 31st of the same year is the latest date.* |
| Cannot be permitted by HSU: | Exclusivity deals in which a society cannot have other sponsors or donations.  Agreements that last over 1 year from the start date.  Automatic renewals of this agreement. If both parties wish to continue the terms of this agreement, a new agreement must be made for the new academic year and must be signed off by all signatories including the Society, Sponsor and HSU. |

1. **Description of sponsorship**

This section is to be completed by the Society and the Sponsor

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| --- | --- |
| What are the aims and objectives of having this sponsorship agreement for both parties? Include any society or organisation goals. | *Write here* |
| What will the Society receive from this sponsor?  Does this include a percentage cashback scheme, one-off monetary donation or discount to the organisation’s/Sponsor’s services? | *Write here – make sure to include if there is money being given to the Society.* |
| What benefits does the Sponsor receive from having this agreement with the Society? What rights does the Sponsor have? | *Write here – these could be benefits such as additional social media promotion at Society events, hosting Society events at the venue therefore generating more income etc.* |
| Will there be any financial costs for the Society in having this agreement? | *Write here* |

**5. Monitoring, reporting, targets and deliverables – terms and conditions**

This section is to be completed by the Society and the Sponsor

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| --- | --- |
| What is the Society obligated to do or give to the Sponsor?  Include the frequency/how often these must be done or given. Are there any deadlines?  Are there any targets or methods of reporting the Society must meet/follow? | *Write here* |
| What is the Sponsor obligated to do or give to the Society?  Include the frequency/how often these must be done or given. Are there any deadlines? | *Write here* |
| Please state any terms and conditions in which either party can **terminate** this agreement. | *Write here* |

1. **Finance and payment – terms and conditions**

This section is to be completed by the Sponsor.

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| --- | --- |
| If the Sponsor is giving money to the Society (including cashback schemes), when will this payment/s be made by?  What is the frequency of payment?  ***Payments must be made and received by the HSU by the end date of the agreement.*** | *Write here. Please leave blank if the Sponsor is not giving money to the Society.* |
| Additional HSU Terms: | Societies must contact the HSU to create an invoice on their behalf to send to the Sponsor.  All money must be paid to:  Hallam Students’ Union  The HUBS  6 Paternoster Row  Sheffield  S12QQ  Where the agreement involves the Sponsor’s logo being displayed or Society promoting the sponsors products/events VAT is payable. Where a Society acknowledges support of a programme by just putting the sponsor’s name but not using a logo, VAT is not payable. |

1. **Authorised signatures**

This agreement is only formally authorised once it has been signed off a member of staff from HSU.

Please ensure a copy is retained by the Sponsor, the Society and Hallam Students’ Union.

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| **Hallam Students’ Union:** | |
| Name:  Job position:  Signature:  Date: | |
| **Society**  (Same person as primary contact) | **Sponsor Representative**  (Same person as primary contact) |
| Student name: *Write here*  Signature: *Write here*  Date: *Write here* | Name: *Write here*  Signature: *Write here*  Date: *Write here* |