

SAMU Student Groups Collaboration Event Form

- Complete this form only if you are partnering with other group(s) on an event.
- Each partner must complete this form.
- The primary event organizer will complete the actual SAMU Event Approval Form.
- Only one student group department staff member will be working with groups that collaborate.
- This form must be completed accurately, or it will be refused.

Date this form was submitted to SG Department (d/m/y) _____

SG Department Staff Initial _____

Name of President/Designate completing this form _____

Email Contact: _____ Cell: _____

Name(s) of groups that are collaborating?

Volunteer Involvement

| Group Activity | # of Volunteers | Total # of Hours |
|--------------------|-----------------|------------------|
| Registration | | |
| Advertising | | |
| Designing Posters | | |
| Putting Up Posters | | |
| Event Set Up | | |
| Event Tear Down | | |
| Emceeing | | |
| Fundraising | | |
| Other _____ | | |

Memorandum of Understanding: This agreement outlines what your group has agreed to do to partner with said group(s). This must be signed and dated by all group presidents that are collaborating on the event. Include/attach this document to this form.

Here is a sample MOU

The Tea Group agrees to provide 10 volunteers to the Sociology Club Event "The History of Tea."

The Sociology Group agrees to train and place volunteers for their event.

The Tea Group also agrees to contribute \$500 to pay for food.

If this event yields a profit the Tea Group will receive 25%

Signed by: Harry Pekoe, Moe Chai, Susan Black

Dated: May 29/18

CCF May 31/18