
Appendix R – Sponsorship Checklist

To ensure accountability and transparent spending within the McMaster Engineering Society, each team, group and club requesting funding from the MES must complete the following Sponsorship Checklist. This is to ensure that the funding given to the respective team/group/club is spent responsibly and it helps the MES measure the benefits obtained by its members.

If you are requesting:

- Less than \$300, you are required to make a brief presentation at a MES executive meeting, along with submitting a completed Sponsorship Checklist.
- Up to \$1000, you are required to make a brief presentation at a MES council meeting, along with submitting a completed Sponsorship Checklist.
- More than \$1000, you are required to make a brief presentation at one of the Semi Annual General Meetings (SAGM I or II), along with submitting a completed Sponsorship Checklist.

The following items must be completed prior to and/or attached to the Sponsorship Checklist upon the collection of funding:

- A short report detailing what the purpose of the team/group/club, the goals that you wish to reach in the academic year, how the team/group/club benefits the members of the MES and how the requested funding will help fulfill these.
- A detailed members list must be completed and submitted to VP Finance prior to the presentation requesting funding. This list must include member's full names, faculty and/or engineering stream, student number, e-mail address and optionally phone number. They may be contacted to verify membership. (*Note: this list is not to be mistaken with a mass e-mail list; it must be names of active members associated with the team/group/club*)
- A detailed budget, outlining expenses, any sources of income (MES, external sponsors, membership fees, etc) and total revenue/deficit.
- As proof of spending, a completed expense report with accompanied receipts is mandatory. For expenses above \$50, two (or more) quotes must be given (this excludes any expenses purchased through external sponsors). The expense

reports can be found in the VP Finance mailbox or in Appendix H of the policy manual.

- As with any sponsor, your team/group/club is required to be branded with the MES logo (see top right hand corner of this document). The vector file is available from the AVP Administration. The dimensions and placement can be discussed with the MES executive council.
- If your funding is above \$300, you must provide the Frequency editor (frequency@macnegsociety.ca) with an article relating to your request for publication. Please submit a hardcopy along with this checklist.

Please return the completed Sponsorship Checklist to the VP Finance's mailbox, located in JHE 121.

All funding requirements on the Sponsorship Checklist for the specific funding level, , including an expense report (Appendix H), must be submitted to VP Finance by March 30th of the given term. Expenses from the month of April will be reported similarly before April 30th.

If you have questions, please contact vp.finance@macengsociety.ca

Name of the Sponsee (Group / Individual): _____

Email ID : _____ Phone Number : _____

Signature : _____ Date : _____