Student Program Board

Collaborative Event Guidelines

Thank you for your interest in programming a collaborative event with the Student Program Board (SPB)! The SPB Collaborative Event Application is not a funding request process. If you are looking strictly for funding for your event, and you are a student organization, please consider requesting programming funds through Activities Funding Board (AFB). Their information can be found at http://www.uh.edu/afb/.

Student Program Board is dedicated to helping student organizations and department’s program events in a collaborative fashion. It is our goal to develop leadership skills and expand programming experiences among University of Houston students by working together to plan events. We especially value opportunities to program diverse events that will benefit the University of Houston community. Please read all the information below and if you have any questions, do not hesitate to contact the SPB President at spbpres@central.uh.edu or Kristen Ernst, SPB Advisor, at kmernst@central.uh.edu.

SPB Purpose & Mission

The Student Program Board provides quality, educational, and entertaining programs that enhance the student life experience here at the University of Houston. We aim to program for every student on the UH campus, by staying connected and understanding our students’ wants and needs. We focus on diversity, both in our programming and in the building of our team.

SPB is funded by Student Fees Advisory Committee (SFAC) and strives for effective management, positive and constructive program implementation, and worthwhile service to the community, and quality, educational and entertaining programs that enhance student life at the University of Houston. This organization is a learning laboratory where students develop leadership skills and acquire knowledge that will benefit their overall academic experience.

Definition of Collaboration

A mutually beneficial well-defined relationship entered into by two or more organizations to achieve common goals. Collaboration is the process of various individuals, groups, or systems working together but at a significantly higher degree than through coordination or cooperation. Collaboration typically involves joint planning, shared resources, and joint resource management. Collaboration occurs through shared understanding of the issues, open communication, mutual trust, and tolerance of differing points of view.

What SPB can provide for your organization/department?

- One or more of our members on any planning committee for the event
- Volunteers for the day of event
- If there are any bookings to be done for artists we will arrange them or help your group arrange them
- A SPB promotional/marketing table at the event
- Vast experience and connections for booking talent
- Advertising assistance for events
- Assistance in obtaining facilities/spaces on campus for the event
- Possible, but in no cases exclusive, funding for the event
A good collaborative event proposal has very little planning already done because both groups should be involved in the process from the very beginning. Therefore, SPB will rarely approve any of the following types of events/programs:

- Those which only request funding support
- Events which do not have a practical programming aspect
- Events which are not open to the entire UH student body

**Collaborative Events Guidelines & Procedures**

SPB will consider requests for collaborative events from all interested active student organizations or University departments. Events must meet the following guidelines and procedures to be considered for collaboration:

- The event must be open and advertised to the entire University of Houston student body.
- SPB and collaborating organizations/departments must approve all details of the event.
- Meeting time must be set up between both organizations in order to discuss responsibilities and expectations.
- Final arrangements must be made at least two weeks prior to the date the event is scheduled to occur or SPB reserves the right to void all collaboration.
- All advertising for this event must be reviewed and approved by SPB before distribution (i.e. flyers, banners, etc.).
- All advertising must include the following:
  - SPB Logo
  - CSI Logo
  - Logos of any other collaborating organizations
- NO alcohol, tobacco, or illegal substances shall be permitted at any event co-sponsored by SPB. If any of these substances are present at the event, or if any member of the Co-sponsoring staff arrives in an intoxicated state at the event; co-sponsor may forfeit any funding from SPB.

SPB cannot sponsor any event that is also sponsored by any group or organization dealing with alcohol, tobacco, or illegal substances.

SPB reserves the right to void all collaboration if not included in major decisions of the program.
Collaborative Events Timeline

Applications must be submitted 8 weeks in advance to the SPB President in order to be reviewed by the Student Program Board.

After you submit your application:

a. You will receive a confirmation email from the Student Program Board President.
b. All applications are reviewed by the SPB Executive Cabinet and the SPB Advisor.
   i. If an application is declined, your group will be contacted immediately.
   ii. If an application is tentatively accepted, it will be brought before the SPB Executive Cabinet and Responsible Programing Chair for vote. At this time, it will either be declined or accepted as a program.
      1. Applications passing SPB Board vote by 2/3’s majority become SPB Collaborative Events.
   iii. If an application is accepted, a member of the SPB Executive Cabinet will arrange a meeting with the group contact.
c. SPB and the group in collaboration will schedule regular meetings and all parts of the event will be worked through together.

Collaborative Event Rationale

SPB considers several factors when deciding whether to approve a Collaborative Event request.

- **Diversity:** SPB is always looking for opportunities to provide programming which appeals to diverse audiences at the University of Houston.
- **Development:** SPB wants to develop a diverse sense of programming experience on the UH campus through working with diverse student groups on campus. This will provide a richer programming choice.
- **Time of involvement:** SPB gives the most preference to Collaborative Events that involve SPB in programming decisions from initial planning stages.
- **Funding Sources:** SPB will look most favorably upon proposals in which at least half of the funding has been anticipated from other sources.

SPB Disclaimer

SPB will give each Collaborative Event application a complete and thorough review. The contact person(s) listed on the form will be notified with SPB’s decision two weeks after the application has been submitted. SPB does not guarantee funding or approval of any Collaborative Event application. By submitting an application, you are agreeing with the terms of this collaborative event.

Contact Information

Questions or concerns can be directed to:

Student Program Board President  spbpres@central.uh.edu
713/743-5210

Kristen Ernst SPB Advisor
kmernst@central.uh.edu
832/842-6212