

**University of Houston Graduate College of Social Work
Office of Community Projects
Co-Sponsorship Guidelines**

- Program will be evaluated for relevance to the social work profession in the form of an application for CEU approval to the University of Houston Graduate College of Social Work (UH/GCSW) Office of Community projects before UH/GCSW will consider co-sponsorship.
- Upon approval, UH/GCSW will provide CEUs in certificate form to all registrants for a fee of \$10.00 per paid registrant,
- UH/GCSW will proof a brochure draft before final printing takes place,
- All advertising will carry the following lines: for co-sponsorship *"In association with University of Houston Graduate College of Social Work"*, for CEU approval *"This program has been approved for CEUs by the University of Houston Graduate College of Social Work"*,
- Administrative charges due UH/GCSW will be set at 25% of the savings realized by planner in utilizing UH/GCSW Liaison. UH/GCSW Liaison's duties will be limited to the following: 1) securing room(s) as requested by planner - note that a deposit (partial or entire amount due) may be expected by UH/Conference Center for holding of room(s); 2) provide planner with layout map of conference facilities; 3) provide a Continuing Education certificate documenting hours attended, CEUs awarded, participant name, conference name, date awarded, 4) ordering basic A/V equipment, lobby tables, break refreshments; and 5) allow use of byline as noted above. Planner assumes all charges regarding conference necessities.
- UH/GCSW and planner will sign contract delineating responsibilities of each party. NOTE: additional service requests (i.e. food services, specialized A/V equipment, registration or exhibitor assistance, etc.) will require an additional fee, consisting of a flat rate charge or a portion of each registrants's fee to cover the additional administrative services by UH/GCSW.
- Each individual contract requires approval by UH/GCSW Office of Community Projects Director.