Sponsorship Contract Flowchart

SUBMIT SPONSORSHIP CONTRACT
Submit your contract (signed by both club/society & sponsor) to the Student Activities Team

SPONSORSHIP APPROVED
If the sponsorship is approved the SU VPSA & Chief Exec will sign it off

AMENDMENTS REQUIRED
Your sponsorship contract may be returned with queries or required amendments before progressing

SPONSORSHIP REJECTED
If the sponsorship breaches any SU policy, including exclusivity clauses, it may be rejected

SUBMITTED TO SU FINANCE
Once fully signed off, your sponsorship contract will be submitted to the SU Director of Finance & Commercial to be recorded as an approved sponsorship agreement

NOTIFICATION OF APPROVAL
Once the sponsorship agreement has been approved internally, the Student Activities Team will notify the committee and provide a copy of the signed sponsorship agreement for your records

INVOICES RAISED
If a financial agreement, the SU Finance Team will raise invoices for the sponsor to make payment into your club/soc account; sponsors will be contacted directly by the SU Finance Team

BEGIN USING SERVICES
If a services agreement, you are free to begin accessing the services offered by the sponsor