

Student Organization Collaboration Form

Part I: Collaboration Preparation

(Complete while planning the event)

Collaborating Organizations

Name of Organization A:

Name of Organization B:

(Add more organizations if necessary)

Event Details

Name of Event:

Short Description of Event:

Date of Event:

Location of Event:

Event Responsibility Agreements

Use this space to divide and delegate which organization will take responsibility for each step in the event planning process. Include as much detail as possible. ***Make sure each co-sponsor approves any publicity prepared to promote the event before distribution.**

Organization A responsibilities:

- 1.
- 2.
- 3.

Organization B responsibilities:

- 1.
- 2.
- 3.

(Add more orgs or responsibilities if necessary)

Signatures:

Electronic signatures will not be accepted.

President of Org A

Date

President of Org B

Date

Part II: Collaboration Reflection

(Complete after event has occurred)

Collaboration Successes

Would you declare your event a success? Why?

What were the benefits of having collaborated?

Collaboration Challenges

What were the challenges of this collaboration?

What would you have done differently to overcome these challenges?

Cost Sharing

What was the total cost of event? How it was shared among organizations?

Additional Comments, Concerns, Ideas

Signatures:

Electronic signatures will not be accepted.

President of Org A

Date

President of Org B

Date

When this form is complete, please include a copy for each co-sponsor as well as for the office of student engagement.