

**SAMU Club Collaboration Event Form 2018-19**

- Complete this form only if you are partnering with other club(s) on an event.
- Each partner must complete this form.
- The primary event organizer will complete the actual SAMU Event Approval Form.
- Only one club department staff member will be working with clubs that collaborate.
- This form must be completed accurately, or it will be refused.

Date this form was submitted to Club Department (d/m/y) \_\_\_\_\_

Club Department Staff Initial \_\_\_\_\_

Name of President/Designate completing this form \_\_\_\_\_

Email Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Name(s) of clubs that are collaborating?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Volunteer Involvement**

Club Activity	# of Volunteers	Total # of Hours
Registration		
Advertising		
Designing Posters		
Putting Up Posters		
Event Set Up		
Event Tear Down		
Emceeing		
Fundraising		
Other _____		

**Memorandum of Understanding:** This agreement outlines what your club has agreed to do to partner with said club(s). This must be signed and dated by all club presidents that are collaborating on the event. Include/attach this document to this form.

**Here is a sample MOU**

The Tea Club agrees to provide 10 volunteers to the Sociology Club Event "The History of Tea."

The Sociology Club agrees to train and place volunteers for their event.

The Tea Club also agrees to contribute \$500 to pay for food.

If this event yields a profit the Tea Club will receive 25%

Signed by: Harry Pekoe, Moe Chai, Susan Black

Dated: May 29/18

CCF May 31/18