Guidelines for Co-Sponsorship with the Career Office

Why should I co-sponsor with the Career Office?

- Extra $35 from ASUCH and priority for funding your activities.
- Publicity. The Career Office will advertise your event on the UC Hastings website, and include the event in the Hastings Weekly, with additional promotion as needed.
- Help you find and contact panelists (if your group wants this help).
- Logistics of planning - The Career Office can:
  o Take RSVPs (especially great if you are trying to estimate attendance for food purchase).
  o Track attendance at the event for planning purposes for next year.
  o Book room reservations.
  o Make professional table tents for speakers.
  o Provide water for speakers.
- TIP: Meet with Annabrooke Temple, Associate Director for Career Development, *prior* to planning your event and submitting your budget request form to ASUCH. The Career Office plans 60+ events per year, and there are 70+ student organizations, so not all co-sponsorship requests can be approved. You will know the likelihood of co-sponsorship after the meeting. Call 415.565.4619 to schedule an appointment.

Which events is the Career Office *likely* to co-sponsor?

- Events where multiple student groups co-sponsor together are *much more likely* to receive co-sponsorship, provided the subject matter is suitable for co-sponsorship.
- “Career-related” events such as panels of J.D.s to discuss their work or career related topics such as how to network or interview.
- Panels of students talking to other students about career topics such as what type of summer jobs students can get.

Which events is the Career Office *not likely* to co-sponsor?

- Student group general meetings: co-sponsorship can only be for separate events that are clearly advertised as open to all and not part of a general club meeting.
- Off campus events such as happy hours.
- Events that are too narrow in subject matter or apply to too few of a group of people. Since Hastings is a public university, co-sponsored events need to apply to a broad range of the student population.
- Events that will conflict or compete with already scheduled Career Office-sponsored events.

How do I apply for co-sponsorship?

- Determine what event(s) you want to co-sponsor.
- Approach other groups you think would like to co-sponsor with you. TIP: For multiple group co-sponsorship, only one group should request funds on the ASUCH budget request form.
- Make an appointment to see Annabrooke *prior* to the budget request deadline - the meeting will give you a sense of how likely it is your event will be co-sponsored.
- Fill out the ASUCH budget request form and *specifically state you are requesting co-sponsorship* with the Career Office. Also *specifically name and provide contact information* for the point person for the event.
How do I know if my application for co-sponsorship was approved?

- The Career Office will review every request for co-sponsorship and instruct ASUCH which events will be co-sponsored.
- Your group will be informed by email to the contact person mentioned on the budget request form around the same time ASUCH approves or denies your complete budget request.

If the Career Office does not co-sponsor my event and ASUCH approves it, what help can I get?

- The Career Office is here to help you even if we deny a co-sponsorship request. The Career Office can still:
  - Provide speaker suggestions.
  - Brainstorm ideas to help increase attendance.
  - Support you in your planning efforts (but cannot do the work for you).
- The Career Office cannot:
  - Publicize a non-co-sponsored student event.
  - Make calls to speakers on your behalf.
  - Logistically plan the event including room reservations and tracking rsvps.
- TIP: A career counselor could still attend any club meeting we are invited to and provide guidance on a particular topic, such as applying for scholarships or a resume review. In this case, a career counselor is attending your event like an invited guest speaker.

Please contact Annabrooke Temple at the Career Office with any questions. The Career Office looks forward to working with you!