“The mission of the Office of Student Involvement (OSI) is to provide quality programs, services, and leadership opportunities that enrich students’ academic endeavors and enhance the campus environment. Students and staff collaborate to develop programs and services which encourage student’s personal growth, to promote civic responsibility, to embrace differences, and to connect students to the campus and the community.”
Agencies of the Office of Student Involvement (OSI) welcome collaboration proposals from members of the University of Central Florida community. It is the mission of the Office of Student Involvement to provide quality programs, services, and leadership opportunities that enrich students’ academic endeavors. In order to provide a diverse programming schedule, each of the agencies actively seeks and welcomes collaborative partnerships. Proposals that are congruent with our mission and values and that are mutually beneficial may be accepted and supported.

Collaboration is defined by OSI as a partnership between two or more organizations who share responsibility in the program or event. Each party involved would share responsibility in the decision making process and would be actively engaged in the planning and execution of the program or event.

Collaborations should be mutually beneficial to all parties involved. Agencies of the Office of Student Involvement are not a funding source and while they may provide financial assistance towards the execution of the proposed activity, they will also take an invested interest in all of the programs in which they are asked to collaborate. There are several areas where agencies of OSI can be beneficial in collaboration, including but not limited too: marketing, programming, accessibility of resources, funding, and promotional materials.

If your organization is a Registered Student Organization and is solely looking for financial assistance, the Student Government Association (SGA) may be able to assist you. For more information on funding for Registered Student Organizations please contact SGA.

If your organization is looking to collaborate with an OSI Agency, we invite you to submit a program proposal. The guidelines outlined in the following pages will help you complete your proposal. Once completed, please turn it into the Office of Student Involvement front desk, in the Student Union room 208. A representative from the requested Agency will contact you shortly after.
Name: ___________________________  Date: ___________________________
Phone: ___________________________  Email: ___________________________
Organization Name: ___________________________

If student organization, is your organization currently registered with OSI?  Yes  No

Circle the Agency with which you are looking to Collaborate:

- Volunteer UCF
- Campus Activities Board
- Late Knights
- Homecoming
- Knights of the RoundTable
- Multicultural Student Center
- Knightcast
- Greek Council

Desired Date: ___________________________

Desired Location: ___________________________

Estimated Overall Budget: ___________________________

What type of support are you looking for? ___________________________

* Please provide a detailed description of the proposed event on the following page.

For RSOs Only

President’s Name: ___________________________
President’s Signature: ___________________________

Advisor’s Name: ___________________________  Date: ___________________________
Advisor Signature: ___________________________  Email: ___________________________

*A representative from the requested Agency will contact you shortly to set up a meeting.

Office Use Only

Name: ___________________________  Date Received: ___________________________
Advisors Signature: ___________________________  Date: ___________________________
Description of Proposed Event:

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Guidelines for Collaboration:

All forms of advertising must include the collaborating agency and Student Government Association logo.

The event must be staffed by the organization(s) asking for co-sponsorship and a member of each co-sponsoring organization.

OSI and its agencies are not a sole funding source for events and programs. We are able to provide assistance, however, all agencies would like to take an active role in the planning and execution process.

Each collaboration is subject to each agency's approval process.

Meetings including all parties involved in the collaboration are encouraged to take place.

An OSI Collaboration agreement form must be completed by all parties at least 45 days prior to the event.

The collaboration must be mutually beneficial to all organizations involved.

The collaboration should be open to all students and must appeal to a diverse body of students.

The collaboration must comply with the UCF Golden Rule and other UCF policies and procedures.

OSI and its agencies will not support any event in which alcohol is served or an event that does not comply with the OSI Alcohol Policy.

A final evaluation of the event and collaboration must be completed within 20 days of the conclusion of the event.

Collaboration does not include:
- Events that directly support classroom instruction
- Events that directly or solely benefit one or more organizations (fraternity/sorority rush, rush event, social mixers, networking events that target and serve their particular organization, student/organization meetings, etc.)

Collaboration can include:
- Marketing assistance, assisting with the advertisement creation and distribution, developing a marketing plan, etc.
- Programming assistance, program development assistance, hospitality and technical services recommendations, agency connections, etc.