LACS Co-Sponsorship Policy

LACS will co-sponsor speakers, conferences, and other events that are free and open to the public, directly related to Latin American and Caribbean Studies, and broadly relevant and accessible to UMD undergraduate and graduate students. In addition to financial co-sponsorships, we offer assistance promoting the event to our large community network.

To request a co-sponsorship, submit the following form to the LACS email: (lacs@umd.edu)

Requester Information

Name: ________________________________ Today’s date: __________________________

Organization: _________________________________ Decision deadline: _____________

Email: _______________________________________

Project Information

• Event/Project Name: _______________________________ How will the event promote understanding of Latin America or the Caribbean?

Project Time & Date: ___________________________ Location: ________________________________

• How will the event serve and appeal to UMD students? Address the target audience, expected Project Proposal attendance, broad appeal, and accessibility of the event.

• What is your marketing plan? Whom do you hope to serve with this event, and how do you plan to publicize it?

If the request for co-sponsorship is attached to funding, the following are the guidelines for cosponsorship:

• Requests should be submitted to the Director.

• The center will fund requests at the discretion of the Director.
• We will fund requests up to $200.

• Units or organizations seeking co-sponsorship must have access to a KFS account.

• Units receiving co-sponsorship should acknowledge the Latin American and Caribbean Studies Center and include our logo in promotional materials.

• LACS will co-sponsor **no more than two events** with any single department or organization in a given academic year.

The total amount that LACS had allocated for this purpose per year will be $1,000 ($500 per semester). Requests will be handled on a first-come, first-served basis. If the $500 is not used during the course of that semester, it will not roll over into the next semester.

**Acknowledgement Statement:**

I attest that the information is true, accurate, and complete to the best of my knowledge.

Signature: __________________________ Date: ________________

After you have submitted your request, our office will get in touch with you to schedule a time to meet with the Assistant director or director.

**For Administrative Use Only:**

LACS agrees to contribute $ ___________ in support of this event.

Signature:____________________________ Date: ________________