

## **Administrative Policy on Sponsoring Educational Activities with External Organizations**

### **PREAMBLE**

OISE is committed to excellence in its research and academic programs and recognizes that its strengths can be enhanced by collaborative relationships with not-for-profit organizations that strengthen and complement OISE's priorities and academic mission.

The purpose of this policy is to set out the process by which proposed sponsorship with organizations will be approved by OISE. In considering sponsorship with organizations, OISE's responsibility, and a paramount consideration, is to protect the quality of its programs and reputation, and also to assess and address any academic, legal, safety, and financial risks to OISE, its faculty, and its students.

### **GUIDELINES**

Conditions for approval:

- Must be a not-for-profit.
- Must be in compliance with the University of Toronto policy on Conflict of Interest. <http://www.governingcouncil.utoronto.ca/policies/ConfInt.htm>
- Must directly support or enhance OISE's priorities and academic mission.
- Only one OISE academic unit will serve as the designated contact from OISE, if multiple requests are submitted.

All applicants seeking sponsorship from an OISE academic unit must submit a written request to the Chair, Associate Dean or Dean with the following information:

- Brief description of the proposal.
- Expected benefits for students and/or faculty.
- The nature and extent of OISE resources involved or requested, such as: administrative staff time, financial management, space, technology, web space, furniture, publicity, space for promotion.
- Organizations from which sponsorship approval is requested, in addition to OISE.

Once sponsorship approval has been granted, the following conditions must be met:

- All sponsored events will be listed in the online OISE Events Calendar.
- The OISE logo and the full name of OISE must be used in all promotional vehicles, including websites, and must follow OISE's terms of usage: [http://www.oise.utoronto.ca/oise/About\\_OISE/Logo\\_Signature.html](http://www.oise.utoronto.ca/oise/About_OISE/Logo_Signature.html)

- The following words “In collaboration with” must precede OISE’s logo. This indicates that the event has been officially sponsored by OISE.
- Online, the OISE name and logo must be hyperlinked to the online OISE Events Calendar, directly to the activity being sponsored.

Please note: OISE reserves the right to subsequently rescind sponsorship endorsement at any time.

### **RESPONSIBILITIES FOR SPONSORING ACADEMIC UNIT**

Sponsorship implies the use of physical space and costs associated with the space, which includes the room booking fee and ordinary use of: electricity, heating/cooling, janitorial, security. All other costs above and beyond are at the discretion of the sponsoring academic unit and will be agreed upon in writing with the sponsoring academic unit and external organization in advance of the use of space.

Once approval for sponsorship has been granted, the sponsoring academic unit will communicate all details of its sponsorship with the following OISE areas:

- The academic unit’s own administrative staff
- Chief Administrative Officer (Joe Weinberg, who will forward to OISE Operations and Services, and Finances)
- Technology (Laurie Harrison)
- Library (Julie Hannaford, who will communicate with OISE Library staff regarding: conference webspace and booking of space)
- Communications (Janice Spencer until Jennifer Sipos-Smith returns Feb 2011)
- The Dean’s Office (Biljana Cuckovic, Executive Assistant to the Dean)

### **UNIVERSITY POLICIES**

In addition to this policy, all University of Toronto policies must be followed. For a list of all University policies approved by Governing Council, please visit the following website: <http://www.governingcouncil.utoronto.ca/policies/>

ONTARIO INSTITUTE FOR STUDIES IN EDUCATION  
UNIVERSITY OF TORONTO

**FORM: Administrative Policy on Sponsoring Educational Activities with External Organizations**

Name:

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Email:

Phone:

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Organization:

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Description of proposal and how it benefits OISE faculty, staff, students:

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Other organizations from which  
sponsorship approval has been requested:

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Anticipated # of people to attend:

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