youth protection program

THE UNIVERSITY OF TEXAS AT AUSTIN

JOINT SPONSORSHIP RESPONSIBILITIES



CONTACT INFORMATION:

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Regents Rule 80105: Joint Sponsorship of the Use of Property or Buildings

According to Regents Rule 80105: Joint Sponsorship of the Use of Property or Buildings, the use of university facilities by outside groups requires joint sponsorship; these sponsorships are only allowed upon the invitation of the UT System Chancellor, the University President, or their delegate. Delegates must be a Vice President, Dean, or equivalent rank employee (Sponsoring Official) for the University of Texas at Austin. Joint sponsorships are also subject to the following conditions:

- For joint sponsorship to be appropriate, the implications of a program or activity must, in the determination of the Chancellor or President, directly supplement the educational purposes of the institution.
- Established as public institutions without regard to political affiliation or religious faith, the institutions of the U. T. System cannot be a joint sponsor for political or sectarian gatherings.
- The institutions of the U. T. System will be responsible for all details of the program or activity, and reserve the right to approve all copy for advertising and news releases, and may require an accounting of the income and expenses directly related to the program or activity.
- The scheduling of property or buildings for programs or activities of any institutions of the U. T. System shall always have priority over the scheduling for programs or activities that are jointly sponsored.
- The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by the institution.

Business Contract Office Process

Per HOP 4-1130-PM Use of University Facilities by Outside Groups: The University as a Joint Sponsor and Regents Rule 80105, sponsorships in exchange for money or the use of the University of Texas at Austin property must have a written agreement. The UT Austin Sponsorship Template must be completed to host a joint sponsored program. If there are questions about the template, please contact Business Contracts at vpcfo.contracts@austin.utexas.edu.

Youth Protection Program

The Youth Protection Program (YPP) requires joint sponsorship to include endorsement, support, and assumption of responsibility, including assigning a camp director and financial responsibility for the actions and activities of the sponsored organization.

As a sponsor, you must complete the UT Austin Sponsorship Template and receive approval from the Business Contracts Office. Once the Business Contracts Office has approved your sponsorship, the sponsor must meet with the YPP Office for an introductory meeting.

Sponsor Responsibilities

The sponsor is required to abide by all the YPP policies and procedures. Including but not limited to are the requirements a sponsor must meet below.

- Meet with the YPP Office for an introductory meeting where the YPP policies and procedures will be reviewed.
- Work with the sponsored organization to ensure they know all the YPP policies and procedures.
- Assign a University staff or faculty member as the University camp director.
- The assigned University camp director or another designated responsible University employee must stay in the dormitory if it is an overnight program.
- The assigned University camp director must actively participate in the program.
- The sponsoring department must put the sponsored organization's employees in the HR System as volunteers.
- The sponsored organization must meet the minimum University of Texas System insurance requirements. They must provide the Certificate of Insurance to the YPP Director.

Conference & Events

University Housing and Dining considers joint sponsorship to include endorsement, support, and assumption of responsibility, including financial responsibility, for the actions and activities of the sponsored organizations. The sponsor must be a Vice President, Dean, or equivalent rank employee (Sponsoring Official) for the University of Texas at Austin.

As a sponsor, you must sign the Summer Conference Housing Agreement form and agree to the Guidelines for Conference Housing. The sponsor must have met with the Youth Protection Program, and all paperwork must be completed for approval for Housing Placement.

Sponsor Responsibilities for University Housing

The sponsor must abide by all University Housing and Dining Policies (Summer Conference Agreement Form and Guidelines for Conference Housing). Below are the requirements a sponsor has to meet:

- Complete the Youth Protection Program information and paperwork.
- Review the Guidelines for Conference Housing.
- Review and Sign the Summer Conference Housing Agreement Form after the Conference Organizer has signed it.
- Confirm the name of the university staff member who will serve as the camp director.
- The University Camp Director and Sponsoring Official must be available (via phone or email) during the conference to address any concerns that might arise.