

STUDENT GOVERNING ORGANIZATION CONTRACT APPROVAL FORM GUIDELINES

- The student organization is responsible for reviewing and understanding the terms of the agreement with a party outside the University, such as a vendor that would provide goods to the student organization or an agency representing a performance artist that the student organization wants to bring to campus.
- The student organization should work with its advisor(s) to review initial drafts of the agreement. The student organization may provide initial drafts to OGC for comments and feedback.
- The student organization's authorized signatory and the student organization's advisor must certify the checklist items identified below have been completed and both the student organization's authorized signatory and advisor must sign this form indicating that the agreement is ready for final review by OGC and MSU's authorized signatory.
- The completed version of this form must accompany any agreement or contract for which a student organization is requesting the signature of an MSU authorized signatory.
- This completed form and the proposed final version of the agreement must be submitted to OGC no later than **5 BUSINESS DAYS before** the student organization's requested return date to allow for review by OGC and MSU's authorized signatory.

DATE APPROVAL FORM SUBMITTED _____

REQUESTED RETURN DEADLINE _____

STUDENT GOVERNING ORGANIZATION CONTACT INFORMATION

Student Organization _____

Contact Person _____

Person Authorized to Sign Contract on Behalf of Student Organization _____

Telephone _____ | Email _____

SUMMARY OF CONTRACT TERMS

Contract with _____

Description of services, goods, etc., to be obtained through the contract. If for a performance, include location.

Dates: Start _____ End _____ Renewals, if any _____

Total Base Amount of Contract _____ Payment Due Date _____

Deposit Amount Required _____ Deposit Due Date _____

Other Required Payments (transportation, accommodations, etc.) _____

Termination Rights/Cancellation Fee (If applicable): _____

SUPPORTING DOCUMENTATION ATTACHED

- | | |
|--|--|
| <input type="checkbox"/> Approved Activity Planning Form (APF) | <input type="checkbox"/> Artist Rider, if applicable |
| <input type="checkbox"/> Venue Rental Agreement, if applicable | <input type="checkbox"/> MSU Rider, if applicable |
| <input type="checkbox"/> Copy of Artist W-9 (for payment purposes) | <input type="checkbox"/> Other: _____ |

CONTRACT REVIEW CHECKLIST			
Requirement	Description	Student Organization Certification (Initial)	Advisor Certification (Initial)
Name, Address, Contact Person	The full name, address and contact information of the other party are included in the contract.		
Understanding	The terms of the contract match the verbal understanding of all parties and conform to the final negotiations/agreement of the parties.		
Internal Authorization/Approval	The contract has been approved through appropriate internal procedures of the requesting student organization.		
University Authorization/Approval	The contract has been approved through appropriate University procedures and supporting documentation is attached (including a fully completed APF).		
Term of Contract	The start and end dates of the contract are included, including any renewals.		
Insurance	Risk Management has approved any insurance requirements.		
Compliance	The requesting student organization certifies that it can comply with its obligations under the contract and has confirmed that all other University departments/units involved in administering or implementing this contract can do what is required.		
Rider Requirements	Arrangements have been made to provide transportation, accommodations, meals and other rider requirements for Artist and/or approval has been obtained to provide buyouts.		
Conflicts	The contract does not conflict with any other agreements involving the requesting student organization.		
Permits, Approvals and Other Necessary Agreements	All necessary permits, approvals, waivers and other agreements required under the contract have been obtained. (If none, please so indicate)		
Contract, Exhibits and Appendices	The contract and all documents incorporated by reference in the contract, including exhibits and appendices, are attached; and all such documents have been read and agreed to in their entirety by the student organization and other University members who may have duties or obligations to perform under this contract.		

CERTIFICATION OF STUDENT GOVERNING ORGANIZATION	
I have read this contract in its entirety. I am satisfied with its description of the goods and/or services to be provided to my student organization and acknowledge and understand my student organization's obligations and all other provisions of this contract.	
Signature: _____	Date: _____
Name: _____	Title: _____

CERTIFICATION OF ADVISOR	
I have read this contract in its entirety. I am satisfied with its description of the goods and/or services to be provided to the student organization and acknowledge and understand the student organization's obligations and all other provisions of this contract.	
Signature: _____	Date: _____
Name: _____	Title: _____

OGC DETERMINATION		
<input type="checkbox"/>	Form of Agreement Approved	Initials _____ Date _____
<input type="checkbox"/>	Not Approved. Explanation: _____	