

Guidance for Requesting Sponsorships of MIT Events or General Support of MIT Student Clubs

Subject Matter	Guidance
Benefits Offered	Benefits must be pre-established, approved by the MIT sponsoring Department/Lab/Center, posted, emailed or otherwise distributed to all prospective sponsors. Benefits must be set either at the beginning of the academic year, calendar year, or 60 days prior to the MIT event. Benefits must not be changed once established (for the yr/event) and consistently offered to ALL sponsors- NO Customized Benefits! No benefits offering “co-branding” of any kind. No sponsors’ products can be offered, promoted or endorsed in any way on any website or social media site hosted in the name of an MITclub/event/team.
Sponsorship Type	Sponsorships should be payments in US dollars only. In-kind sponsorships of sponsor-provided services are not permitted; in-kind sponsorships of sponsor-provided goods are strongly discouraged and will require: 1) an objective way to value the goods provided; 2) the approval of the Office of General Counsel (OGC).
Payment Type	MIT prefers that sponsors make payments by wire transfer. No payments should be sent directly to students or to anyone’s personal address, nor should checks (if Sponsor requires) be made payable to anyone other than MIT or the name of the MIT sponsored club. See sample sponsorship agreement for wire transfer instructions.
Sponsorship Form to Use	MIT prefers that either MIT’s sponsorship letter template or sponsorship agreement be used <i>(Please refer to attached examples.)</i>
Negotiation of Terms of Sponsorship	Students are not authorized to negotiate the terms of any sponsorship agreement directly with sponsors. They may only offer MIT’s form of agreement, with the corresponding established benefits. Any request by sponsors to use its form of agreement or edit MIT’s form of agreement shall be referred directly to the OGC.
No Sponsor Purchase Order Terms for Payment	MIT will not agree to execute a sponsor’s purchase order, or be subject to sponsor’s purchase order terms and conditions in order to receive sponsorship payment.
Set Expectations with Sponsor	MIT is a non-profit; it is not a vendor. It will not agree to an indemnification, service-related provisions or commercial terms merely to accept funding. Students can’t be held to any standards (including sponsor code of conduct or its ethical policies) other than to comply with MIT Policies and applicable laws. Students are not providing services nor should there be any reporting obligations to sponsor (other documentation regarding how the sponsor’s funding was spent, if required by sponsor). No confidential information should be shared with students to enter into a sponsorship agreement nor will MIT agree to any confidentiality terms (other than to honor an anonymous sponsorship).
Execution of Sponsorship Agreement	Students are only authorized to send the short-form of letter to prospective sponsors, in its original form. MIT’s sponsorship form of agreement may only be executed by an MIT authorized signatory. Students are not authorized to sign any agreements.
Timing for Assistance	In order for MIT staff to offer effective and timely assistance, prepare accordingly and get sponsorship agreements out early (if time-sensitive) and preferably, at least 60 days prior to the need for funding.