



UNIVERSITY of NORTH TEXAS
Recreational Sports/Sport Clubs
FACULTY/STAFF SPONSOR INFORMATION SHEET

The purpose of a Faculty/Staff Sponsor

1. Each sport club will have one sponsor who is a **full time** staff or faculty member at UNT. In some cases, the sponsor may also be the coach and/or the advisor of the club. It is not required that the sponsor has specific expertise in the sport they are advising.
2. The purpose of the sponsor is to be available during the development of plans, budgets, and programs for the club; to provide expertise and mature judgment; and help ensure that the activities and undertakings of the club are sound and reflect favorably on UNT. At no time will the club expect the sponsor to be solely responsible for its operations. The sponsor is there to lend assistance and advice, not carry the load for the club.
3. All requests for club travel must be approved by the Office of Recreational Sports. All travel requests for an advance or out of state travel must have a request to travel form (RTT) signed by the sponsor and recreational sports prior to the trip. When a club is approved to travel, the funding is issued through the sponsor. This means if the club receives a travel advance before a trip, the sponsor must pick up the travel advance check prior to the trip so the club has money for their approved expenses. If the club receives a reimbursement, the sponsor is issued a reimbursement check for the clubs expenses. The sponsor is also required to sign the Team Travel Voucher after the trip. If you have any questions or concerns, please call the Assistant Director of Sport Clubs at 565-2275.

Please fill out and return to Recreational Sports Office

Name _____ Club _____

Current Address _____
 (Home, for Travel Records)

City, State, Zip _____ EMPLID # _____

Department _____ Work Phone _____

Office Location _____ Office Hours _____

Email Address _____ Home Phone _____

I hereby authorize the Department of Recreational Sports to designate me as a faculty sponsor.

 Signature

 Date

Please select which payment route you would prefer with sport club travel reimbursements:

___ Mail Check ___ Pick up Check ___ EFT (application on File in PPS)

(EFT participants will receive EFT regardless of which payment method is chosen)

All Travel advances will require sponsor to pick up check personally.

Are you willing to receive Travel Advances for the club? ___ Yes ___ No