



Sponsorship Application Guideline

**The Guild of Chemical Engineering and
Biotechnology**

The Student Union at Lund University, Faculty of Engineering

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 20th of August 2023.

§1 History

The guideline was established at the Board's tenth meeting in 2015, edited at the Board's ninth meeting in 2016, the Board's eighth meeting in 2017, the Board's ninth meeting in 2017, the Board's second meeting in 2020 and last edited at the Board's fourth meeting in 2020.

§2 Purpose

The purpose of the Guidelines is to clarify and streamline the sponsor search process for all committees at the Guild of Chemical Engineering and Biotechnology.

§3 Clarification of Corporate Contact

All activities at the Chemistry and Biotechnology section have the right to seek sponsorship if this is approved by The Head of Corporate Relations Committee according to §4 Procedure. The Corporate Relations Committee and the Career Fair Committee have priority for contact with all companies within the Chemical and Biotechnology industry.

§3:1 Clarification of the Chemical Engineering and Biotechnology Industry

Companies that produce chemicals or materials such as Flint Group and ÅR Carton are included in this industry.

Companies that are retailers of chemicals or materials, e.g. Colorama or Byggmax, are excluded. For further clarification, the interested party should contact Head of Corporate Relations Committee.

§3:2 Clarification of Food Technology within the Chemical Engineering and Biotechnology Industry

Companies that produce food, e.g. Oatly, are included in this industry.

Companies that are food retailers, e.g. Pressbyrån, are excluded. For

For further clarification, the interested party should contact the Head of Corporate Relations Committee.

§4 Approach

Everyone within the Guild's operations with ambitions to find sponsors contacts the Head of Corporate Relations early in the operational year. If ambitions are added later in the operational year, contact the Head of Corporate Relations Committee as soon as possible.

At the beginning of the operational year, the Corporate Relations Committee should call for a discussion meeting where, according to the paragraph above, everyone is welcome to give their opinion on the sponsorship activities. The goal of the meeting is to compile a list of possible collaborations.

Those who are interested in sponsoring, appoint a sponsor manager who has continuous contact with other sponsor managers within the Guild. Everyone who works with sponsoring within the Guild keeps a common log. The log is provided by the Corporate Relations Committee. The log is thus carried forward from year to year. (*The log must include contact information and updates on each step in the contact. See specific information below §5).

Sponsorship applicants for a certain event or project are responsible for contacting the Corporate Relations Committee no later than 2 months before the event. pHøset is allowed to seek product sponsorship from Chemical and Biotechnology companies according to agreement and in close contact with the Corporate Relations Committee.

§5 Sponsorship Application Method

1. Contact the Head of Corporate Relations Committee and convey the purpose of the sponsor application as follows: why are you looking for a sponsor, from whom are you looking for a sponsor, during what period/for what occasion are you looking for a sponsor,

how much sponsor do you want to apply for.

2. If the sponsor application is approved by the Head of the Corporate Relations Committee, look up contact information (start by looking in the log, see §4 Procedure). If a contact form is available on the organization's website, fill this in, alternatively if information for email is available on the organization's website, email (email contact takes place before telephone contact). Most often, you turn to HR managers (Human Resources) or store owners. Sometimes, depending on the organization, there are tasks for the student or sponsor manager, contact them instead if this is the case. Email the organization's info email if the aforementioned contact information is not available. If an email template is desired, contact the Head of the Corporate Relations Committee. Fill in the contact in the log, see §4 Procedure, according to the layout of the log. On first email contact with a personal email address
3. (example miraculix@ksek.se) the following should always be sent with: "If you reply to this email, you agree that the Chemistry and Biotechnology section within TLTH saves your contact details according to our [“Gathering and Handling of Personal Data Guideline”](#)".
4. 3. It is recommended to send an email reminder after 1 week. Then it is recommended to call the organization if you have not received an answer to the reminder within 1-2 weeks. Preferably contact the same person you tried to email so you have the opportunity to have your email as a conversation document/conversation template. If the person does not have a phone number available, contact the respective HR manager or store owner. If these contact details are also not available, call the exchange. The contact should be recorded in the log.

5. 4. Sign the agreement on the agreement.
An official at the K-Guild who has contact with the company signs as a reference, 2 of the Guild's signatories (President, Vice-President and Treasurer) must sign the agreement. If you want an agreement template, contact the Corporate Relations Committee. Note that this contact must also be documented in the log.

§6 Evaluation of the Guild's Sponsorship Applications

The Corporate Relations committee must evaluate together with other sponsorship applicator within the Guild their cooperation during the year and then investigate whether the Sponsorship Application Guideline need to be updated.