

Guidelines for Cosponsorship

ASA sections and chapters may cosponsor JSM CE courses. Cosponsorship is a means for sections and chapters to address the needs and interests of their members.

Cosponsorship is not required for acceptance of a Continuing Education Course.

If a section/chapter elects to cosponsor the course, the cosponsor must adhere to the following procedures and guidelines:

- Attest to the quality of the course proposal.
- Submit a [cosponsor letter of support with signature](#) by September 30. Cosponsors should use the approved form to submit the letter of support. The letter of support must acknowledge reviewing Section II) of the [course proposal guide](#) and contain information concerning how the course will be advertised.

Revenue sharing is for courses cosponsored via the proposal application process. All courses can be cosponsored.

If the course is canceled (e.g., due to under-enrollment), the sponsoring organization will not be assessed any cost. The final decision regarding cancelation lies with the ASA associate executive director.

The cosponsoring section or chapter shares positive and negative revenue with the ASA [50% ASA, 50% cosponsors]. In the event of more than one cosponsor, the cosponsor portion of the revenue (positive or negative) will be divided equally among all the cosponsoring partners. Expenses that must be covered from registration revenue include AV expenses and beverage breaks.

The ASA will carefully monitor course registrations to mitigate the impact of negative revenue. All efforts will be made to ensure the course offering is revenue neutral or generates positive returns for the section(s) or chapter(s). As a general rule of thumb, we anticipate reaching the break-even point at an enrollment level of 20 participants.