

Appendix A:

Instructions for Completing an Application for Cooperative Sponsorship

Rules regarding cooperative sponsorship can be found in the League's *Official Handbook*, Bylaw 403.00.

The governing boards of each participating school must jointly make application for cooperative sponsorship. Each school must obtain the **approval of their local school board** well in advance of the deadline indicated below.

Membership and Grade Level Eligibility

Only MSHSL member schools may form a cooperative sponsorship.

For membership information, click on Home/About MSHSL/Membership Information.

For cooperative sponsorship information, click on Home/Publications/Official Handbook, Bylaw 403.00.

Participation in League sponsored programs is limited to students in grades 7 through 12. Students in grade **7, 8 and 9 may participate only if they are enrolled in a continuation school for that high school.**

For grade level eligibility information, click on Home/Publications/Official Handbook, Bylaw 105.00.

Deadline

Requests for cooperative sponsorships must be submitted to the MSHSL office **not later than the first day of practice for that sport season.**

For start dates, click on Home/Calendar/MSHSL Projected Calendar.

Home schools and Charter schools joining the League and entering into cooperative sponsorship agreements after September 1 will be allowed a late registration provided they can show evidence from their local school administration that they had no knowledge of the MSHSL deadline dates, process, etc.

Activity Fee

Each member school participating in a cooperative sponsorship **must register and pay** as an individual school to participate in each cooperatively sponsored activity. Do not enclose payment with your form. **Each school will be billed.** The annual activity fee is **\$90**. After May 15, a **late fee of \$10** is added.

Completion of Form

Print the [Application for Cooperative Sponsorship](#) from the League website.

Enter the activity in which the schools will coop.

- Complete a **separate application for each activity.**
- Indicate whether it is a **boys' or girls'** activity.
- For **adapted activities**, enter the sport and the **division**, CI (Cognitive Impairment) or PI (Physically Impaired).

Enter the **school year** in which the cooperative sponsorship will begin.

- Cooperative sponsorship agreements must be for a **minimum of two years.**
- Cooperative sponsorship agreements will be continuous following the first two-year agreement unless an **application for dissolution** is submitted.

Enter your **school's** name, enrollment, city, administrative region, and current competitive section for this activity.

#1: Check Yes or No. **If yes**, each application for a cooperative sponsorship shall include a review and comments from the conference(s) of which the schools are members.

- #2: Check Yes or No. If **yes**, submit an Application for Dissolution of a Cooperative Sponsorship.
- #3. Enter the **purpose for sponsoring a joint team or activity**.
- #4. Enter a number or "0" for each grade, 7th through 12th
for those students **who participated** in this activity the previous school year
OR
for those students **who will participate** in this activity when the co-op has been approved.
- #5. The official school identification in **tournament programs and press releases** for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools.

Signatures: A member of each school's Board of Education, or each Board's designee, must sign and date this application.

Mail or fax the completed and signed application to the League office.

If you have any questions regarding the completion of this form, email Lynne Johnson at ljohnson@msbhel.org