



## **EXECUTIVE BOARD SPONSORSHIP REQUEST GUIDELINE**

1. The SNCA Sponsorship Program is designed to provide financial support for community outreach events that meet the mission of SNCA in educating the citizens of the association's values of encouraging teamwork, sharing resources and promoting the continual improvement of response capability.
2. An organization wishing to request a sponsorship or donation from the Association, should complete the attached form and return to the Secretary/Treasurer by mail or email
3. The request should include the following:
  - a. Provide a brief explanation of how this funding will promote SNCA purpose and values.
  - b. Include additional information if applicable; i.e. event flyer
  - c. Detail specific information regarding the event, target audience, dates and other information which will assist the Board in their decision, to include target funding requested.
4. Requests should be provided no less than 60 days prior to the event. If it will be an annual request, that should be included in the information.
5. The request will be forwarded to the Public Relations Committee Chair for recommendation to the Board.
6. The amount of the sponsorship will be recommended by the Board of Directors, and presented to the membership at the regular scheduled meeting for approval.
7. Annual sponsorships may be pre-approved within the budget with the agreement of the Board.



### Sponsorship Request Form

The SNCA Sponsorship Program is designed to provide financial support for community outreach events that meet the mission of SNCA in educating the citizens of the association's values of encouraging teamwork, sharing resources and promoting the continual improvement of response capability. The amount of the sponsorship will be recommended by the Board of Directors and presented to the membership at the regular scheduled meeting for approval. If you wish to request sponsorship/donation for your organization from Sabine-Neches Chiefs' Association, please complete the form below and return to the Secretary/Treasurer.

<b>Name of Organization Requesting Donation</b>	
<ul style="list-style-type: none"> <li>A. Provide a brief explanation of how this funding will promote SNCA purpose and values.</li> <li>B. (Attach additional information if applicable; i.e. event flyer)</li> <li>C. Include specific information regarding the event, target audience, include dates and other information which will assist the Board in their decision.</li> <li>D. Requests should be provided no less than 60 days prior to the event. If it will be an annual request, that should be included in information.</li> </ul>	
<b>Contact Name &amp; Phone Number:</b>	

