

Request for Sponsorship

To apply for funding or endorsement, please complete this form, attach the required information, and submit the request to the corresponding State or Local Representative to the Region 2 Advisory Board (see end of document for contact information).

Requests must be submitted no less than four months prior to the event date.

*Please note: If sponsorship is approved, NASPA Region 2 asks that you share a list of attendees and their contact information along with a sponsorship report form before payment will be made.*

|  |  |
| --- | --- |
| **Name of Event:** |  |
| **Name of Organization Sponsoring:** |  |
| **Location and Date of Event:** |  |
| **Applying For:** | **[ ]** Endorsement (No Funding) [ ] Sponsorship (Funding) |
| **Total Dollar Amount Requested:** |  |
| **Contact Name:** |  |
| **Phone:** |  |
| **Mailing Address (incl. City, State)** |  |
| **Email:** |  |

**Please include all of the following information:**

1. Why have you selected NASPA Region II from which to request funding?
2. Please describe how your event aligns with NASPA’s goals, and will benefit NASPA Region II members. (NASPA’s goals can be found at: <http://www.naspa.org/about/default.cfm>)
3. NASPA Region 2 has committed to ensuring that conversations of public policy permeate our offerings. How will your event build attendees’ awareness and fluency in public policy?
4. Who are the other potential sponsors you have approached, or will be approaching?
5. Please provide an electronic copy of the event schedule (You are welcome to submit URLs).
6. How will sponsors be recognized in your publicity leading up to and at the event?
7. What is your total budget for the event, including a budgeted expense and revenue projection? (If you are not requesting funding from Region II, please skip this question)
8. What is the registration charge for NASPA members and non-members?
9. Please include any additional information you wish to provide.

**POST-EVENT PAYMENT**

Once this form has been submitted and approved by the NASPA 2 Regional Director, the NASPA Region 2 Treasurer will contact you with the post-event report form that includes payment information. NASPA Region 2 typically provides payment for sponsorship after an event has been completed (although we can adjust this practice if necessary).

**ROSTER OF ATTENDEES:**

NASPA Region 2 sends *one* email to any participant in an event we co-sponsor introducing them to the benefits of a NASPA membership and letting them know about other events in their area. We ask that you share a roster of all attendees and email addresses along with the post-event report form. We are also happy to work with event hosts to make alternate arrangements.

**NASPA 2 Advisory Board State & Local Representatives**:

* Delaware – Tierra Fields, University of Delaware (tierrafields12@gmail.com)
* Maryland – Kevin Banks, Morgan State University (kevin.banks@morgan.edu)
* New Jersey – Chris Conzen, Montclair State University (conzenc@mail.montclair.edu)
* New York State – Shadia Sachedina, Fashion Institute of Technlogy (shadia\_sachedina@fitnyc.edu)
* New York City – Marijo Russell-Ogrady, Pace University (mogrady@pace.edu)
* Pennsylvania – Kimberly Guyer, Temple University (kguyer@temple.edu)
* Washington, D.C. – Kelvin Harris, Gates Millennium Scholars Program (kelvin.Harris@gmsp.org)
* West Virginia – Adam Green, WV Higher Education Policy Commission (adam.green@wvhepc.edu)