



Sponsorship Request Criteria

National Level

National Championship, CDSA or ADSA sanctioned training/selection camp.

Up to \$800.00

International Level

Deaflympics, World Championship, Pan-Am Games

Up to \$2,000.00

1. Must be an active ADSA member prior to submitting the request.
2. Verification of your participation in a league/and or training within the same or one previous calendar year.
3. Eligible expenses include Airfare, Gas (If you are driving directly to and/or from the event), Car Rental, Taxi Fare, Shuttle, Lodging and Registration. Please note that food expenses are not eligible for sponsorship.
4. Requests must be submitted to ADSA at least 90 days prior to your event.
5. Submission of the sponsorship event request after your event will NOT approved.

(Due to unique extenuating circumstances that your event was announced within the 90 days time frame, then you will need to submit your sponsorship request as soon as possible along with documentation verifying its announcement date. You still need to meet the provided criteria above regardless, also please note that approval is not guaranteed.

6. Upon receiving your request, you will receive the terms and conditions agreement of our sponsorship, which you will be required to sign.



Sponsorship Request Form

This form must be submitted 90 days prior to the event.

Applicant

Name: _____

Address: _____

_____ City/Town _____ Postal Code

E-mail: _____ Text: _____

Event

National/Selection: _____ World Championship: _____ Deaflympic/Pan-Am Games: _____

Name: _____

Destination: _____ Dates: _____

Describe the activity/event: _____

Estimated Expenses

	<u>Cost</u>		<u># of Persons</u>		<u># of Days</u>		
Transportation Cost	_____	x	_____	x	_____	=	\$ _____
Vehicle Rentals	_____	x	_____	x	_____	=	\$ _____
Accommodation	_____	x	_____	x	_____	=	\$ _____
Registration Fee	_____	x	_____	x	_____	=	\$ _____

Total: \$ _____

Meals cannot be reimbursed

Checklist

- Read the sponsorship criteria.
- Become an ADSA member.
- Fill out and submit the sponsorship request form.
- Documentation of the event (invitation letter, etc.).
- Copy of receipt or letter from your league or coach.

Once you have everything ready, please mail/drop off at:

Alberta Deaf Sports Association
#205, 11404-142 Street
Edmonton, Alberta T5M 1V1

Please note that all sponsorship requests are subject to approval.

I, the undersigned participant, _____, have read and understand the Alberta Deaf Sports Association's criteria and will promise to follow them. Any criteria that are not met; I will not be eligible to receive any funding.

Signed: _____

Date: _____

For Office Use Only

- Approved
- Not Approved
- Incomplete

Total Amount Approved: _____

If Not Approved - Decision Attached

- ADSA Membership

Comments/Conditions: _____

ADSA Signature: _____

Date: _____

The following must be submitted to ADSA within 30 days after your event,

- You agree to provide all relevant receipts/documents to verify expenses incurred.
- You agree to provide at least a half page type written summary of your experience at your event.
- You agree to provide 2 to 3 pictures of you at your event.
- You agree and give permission for ADSA to use your summary and pictures in any of our marketing materials like newsletters and website.

Once all the above documents have been received, ADSA will mail out your reimbursement cheque within 10 to 15 business days.

Print Name

Sport

Signature

Date

Print Name

ADSA Officer - Position

Signature

Date

**You will receive a copy of this form once it`'s been signed by ADSA.
Please keep this for your records.**
