



## 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.
  - Receipts and proof of payment must be submitted prior to receiving 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.
7. For national level sponsorships, you are required to pay a \$100.00 commitment fee. For international sponsorships, you are required to pay a \$200.00 commitment fee. The money will be returned to you upon appearance at the event.



# 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	_____	= \$ _____
						<b>Total: \$ _____</b>

**\*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.
- Commitment Fee (National \$100, International \$200)

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