

St. Thomas University Alumni Association Sponsorship Application Criteria

Approved: May 26, 2018

The mission of the St. Thomas University Alumni Association (the “**Association**”) is to increase alumni engagement by raising the profile of the Association on the University Campus and in the community in general.

The purpose of this document is to clarify criteria that is to be applied to applications for funding submitted to the Association. This criteria is determined by the Board of Directors of the Association, in its sole discretion, and can be modified from time to time without advance notice. Although not all applications will be successful, the criteria applied will be as follows:

1. each student group or organization can apply for funding in an amount of up to \$800 per year;
2. all applications will be considered in light of the Association’s mission;
3. applications are to be submitted to the Alumni Relations Officer at least 45 clear days before the date on which funding is required. The directors of the Association meet quarterly, and no special meetings will be held to approve funding requests;
4. applications are to be submitted in writing on the application form appended;
5. applications *must* identify how the Association and/or St. Thomas University will be recognized at the event;
6. the Association has a limited sponsorship budget, and applications will be adjudicated as they are received; and,
7. in exceptional circumstances, funding requests in excess of \$800 *may be considered* by the Association. Any application for such additional funding must be made not less than sixty (60) days in advance of the funding deadline. In such a circumstance, the Association may request additional information from the proponent of the funding application in order for the Association to give proper consideration to the request.

The Association is happy to support student and/or alumni groups which organize events that benefit both the Association and St. Thomas University.

St. Thomas University Alumni Association

APPLICATION FOR SPONSORSHIP

Please feel free to attach any additional information.

	Date of event:
	Name of group:
	Background of group (include mission statement if applicable)
	What funding has currently been arranged?
	How will the Association's contribution be recognized?
	What is the target audience for the event?

This application has been submitted on this _____ day of _____, 20_____.

Name: _____ **Title:** _____

Group: _____