PURPOSE:

It is the intent of Special Olympics Manitoba to ensure that there is clear communication and effective management of all sponsorship requests made by the organization. To that end, the following guidelines have been developed.

GUIDELINES

- All sponsorship proposals must be submitted to the Vice President of Marketing for review.

- All sponsorship requests must be in writing including ALL requests (asks) and dividends to be provided.

- Sponsorship requests must be directed to the appropriate person. All follow up must occur with this individual unless it is agreed to otherwise.

- A formal agreement (contract) signed by the President & CEO of Special Olympics Manitoba and the appropriate sponsor representative must be obtained. This document is to be kept on file.

- The individual procuring the sponsorship, in conjunction with the Vice President of Marketing, will be responsible for ensuring that all dividends are fulfilled.