

## OSSTF District 13 Sponsorship Funding Request Form

<p style="text-align: center;"><b>Applicant – must be a D13 member</b></p> <p>Name: _____</p> <p>Personal email: _____</p> <p>Phone: _____</p> <p>School: _____</p>	<p style="text-align: center;"><b>Event/Organization</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p style="text-align: center;">_____</p> <p>Website: _____</p> <p>Date of event: _____</p>
<p>Brief description of where the D13 sponsorship will be recognized (placement of logo, list of sponsors, website, etc.)</p>	<p style="text-align: center;">Funding amount requested</p> <p style="text-align: center;">\$_____ If approved, make cheque payable to:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">and mail to above address or a different address specified below:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>
<p>List any other sponsors for this event/organization:</p>	
<p>A brief description of the event/organization.</p>	
<p>A brief description of how this event/organization benefits children or youth in the community of Durham.</p>	
<p>Applicant Signature: _____</p> <p>Date: _____</p>	<p>Applications are reviewed monthly. Deadline: May 1<sup>st</sup></p>

<p><b>PRC COMMITTEE USE ONLY</b></p>	
<p>Amount Requested: \$ _____</p> <p>Date Approved: _____</p> <p>Comments: _____</p> <p>_____</p>	<p>Amount Approved: \$ _____</p> <p>Signature of PRC Chair: _____</p>

## District 13 OSSTF Public Relations Committee

### Sponsorship Funding Request Criteria

OSSTF District 13 is committed to our community. The Public Relations Committee's mandate is to publicly raise the profile of Durham's public high school teachers and professional student services personnel in addition to organizing events that build positive relationships among the District 13 membership. District 13 has set aside some limited funds that can be accessed for sponsoring worthwhile events and organizations in Durham. If you are interested in accessing these funds, please read the criteria listed below and forward to the District 13 Office by the deadlines provided.

- Only members of District 13 are eligible to apply for sponsorship funding.
- Requests will be prioritized based on one application per member per school year.
- This funding is distributed at the discretion of the District 13 OSSTF Public Relations Committee. Only non-denominational organizations/events will be considered for sponsorship.
- Funding for DDSB school teams/organizations/events will not be considered.
- A maximum of \$300 per school year may be granted to any one event/organization (this maximum can be altered at the discretion of the PRC).
- Applications will be reviewed during the school year by the committee at PRC meetings.
- No requests after the deadline of May 1<sup>st</sup> will be considered.
- Applications will be numbered as they come in and will first be considered based on their merit, how closely they match the PRC mandate and then on a first come first served basis until funding is exhausted. Every attempt will be made to sponsor a variety of organizations/events in different geographical locations throughout Durham.
- The activities of the sponsored group must lead to our logo being displayed in the Durham region. National or international exposure is not the goal of sponsorship.
- Preference may be given to new, startup ventures.
- Preference may also be given to ventures where high school age children in DDSB schools benefit most directly.
- The D13 logo will be provided to successful applicants and **must** feature prominently on any promotional items at events such as banners, jerseys, flyers, program, etc. Evidence of logo use must be submitted during the sponsorship period.
- A promotional flyer is also available that could accompany any literature distributed by the event/organization.
- The application must be filled out in full to be considered. Submitted complete requests will be considered at the PRC meetings following the submission.
- Applications can be forwarded by any of the means below:
  - ◆ by internal school mail to District 13 Office, Sponsorship Requests
  - ◆ by email to [ruth.leone@d13.osstf.ca](mailto:ruth.leone@d13.osstf.ca)
  - ◆ by mail to Ruth Leone, 601 Palace Street, Whitby, ON L1N 6S5.

*Revised: November 16, 2023*