

# SPONSORSHIP GUIDELINES



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## CUPE 374 SPONSORSHIP

1. The Local will award three (3) sponsorships quarterly at \$500, \$300, and \$200 each with a total of twelve (12) per year. The sponsorship provides funds to cover expenses outside of normal registration fees and personal equipment costs. For example, supporting travel for tournaments, performances, uniforms and team equipment.

To qualify you must meet the following requirements:

- Be a CUPE 374 member or dependent (spouse, common-law spouse, children, step-children, and anyone defined as a dependent).
- Not have received a sponsorship award already in the current year.
- Submit an application form each quarter within the posted timelines.

You must be able to provide proof of association within a recognized sport, arts or cultural organization that requires sponsorship or fundraising as part of the activity before funds will be disbursed. Funds will be disbursed within two (2) months of the draw date.

Only email applications will be accepted at this time.

Please submit completed applications as follows:

**Email:** [admin@cupe374.ca](mailto:admin@cupe374.ca)

**Subject:** CUPE 374 Sponsorship Application

**Deadline:** There will be an application period open every quarter for two (2) weeks. The draw date will always be at the Executive Meeting in following the deadline unless otherwise stated. A bulletin will always be sent out to notify members that the application period has opened.

**Questions:** Please contact your Unit Vice President or email [admin@cupe374.ca](mailto:admin@cupe374.ca).

# Excerpt from Financial Policy

## Section 10 Donations Policy

### Sports, Arts and Culture Sponsorship

1. The Local will award three (3) sponsorships quarterly at \$500, \$300, and \$200 each with a total of twelve (12) per year. The sponsorship provides funds to cover expenses outside of normal registration fees and personal equipment costs. For example, supporting travel for tournaments, performances, uniforms and team equipment.
2. **Eligibility**
  - (a) The sponsorships will be awarded lottery style. Names will be drawn each quarter at the Executive Board Meeting using an electronic randomizer.
  - (b) The money will be awarded to CUPE 374 members and dependents (spouse, common-law spouse, children, step-children, and anyone defined as a dependent).
  - (c) Couples who are both members, can apply and receive one sponsorship each.
  - (d) An Applicant can only win one award per year.
  - (e) **Only one application is needed per quarter.**
  - (f) New applications are required every quarter to be eligible for the quarterly awards.
  - (g) Sponsorship funds will be sent directly to the successful organization or applicant via e-transfer to the provided email address or cell phone number within the next two (2) months following the draw date.
  - (h) The conditions and requirements for qualifying for the Sponsorship will be clearly defined, posted on the website and distributed each year outlining the eligibility periods.
  - (i) If there should be less than twelve (12) eligible applicants in any one (1) year, the money will not be carried forward to the following year.
  - (j) An individual must show proof of association within a recognized sport, arts or cultural organization that requires sponsorship or fundraising as part of the activity.
  - (k) The application form required for applicants will be available on the CUPE Local 374 website.
  - (l) The application period will be announced on the CUPE Local 374 website.
  - (m) All recipients will be announced on social media.
3. The Sponsorship form will include the following information:
  - Name of the applicant
  - Address of the applicant
  - Name of the member who is related to the applicant/association with Local 374 if a dependent.
  - Name of the employer that the Local 374 member works for.
  - Name of Sport, Art or Cultural Activity