\*\*SAMPLE SPONSORSHIP REQUEST FORM\*\*

**Sponsorship Request Form For OVC Student Clubs**

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| **CLUB NAME** | Panther Club |
| **EVENT NAME** | Panther Club Arthritis Lunch Talk |
| **EVENT DATE**  | September 30th, 2014 |
| **TIME & LOCATION** | 12:00 pm – 1:00 pm – OVC Life Time Learning Centre Rm. 1714 |
| **FACULTY ADVISOR** | Dr. John Smith |
| **EVENT LEAD** | Stef Sharp |
| **EVENT LEAD CONTACT (Email, Cell Phone #, Mail Box #)** | ssharp03@uoguelph.ca – 519-827-7872 – Box #001 |
| **PURPOSE(Description of Event)** | The purpose is to educate students on how to properly treat arthritis in panthers. Surgery and medicinal treatments will be discussed.  |
| **EDUCATION PIECE(Take away from event)** | The students will learn how to treat panthers for arthritis and what the pros and cons are for surgery versus medicinal options.  |
| **MONEY REQUEST AMOUNT AND PURPOSE** |

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| Requesting: $1000 |
| $500 | Pizza |
| $300 | Dessert, Drinks |
| $200 | Hospitality Service Fee |
| $ |  |
| $ |  |

**\*\* KEEP YOUR RECEIPTS AND INVOICES \*\*** |
| **COMPANY RECOGNITION (How will they be thanked/ recognized during the event?)** | We will announce at the beginning that the lunch talk has been generously sponsored by your company. We will also thank you at the end of the lunch talk. If you have a banner, we would gladly set it up at the front of the room.  |
| **POST THANK YOU DONE BY (Name of student writing thank you note.)** | Stef Sharp |

Faculty Advisor Email: jsmith@uoguelph.ca

Faculty Advisor Extension: x57564