

Cover Page Here

Your cover page should include:

- Memorial University
- A large and centered team logo
- The name of the competition
- The Year
- That it is a sponsorship package

Insert Letter of Support from the Dean of your Faculty Here

The dean expects you to write a letter of support on their behalf. They will review it, make any adjustments, and then sign it

See sample package for details

What is the Competition?

Highlight here the what, when and why of the competition.

- When is it?
- What is it hoping to achieve?
- How is it structured?
- What key skills is it hoping to help students develop?

What is it that you're developing?

This is where you talk about your project.

- What is it you're developing?
- What does it do?
- How does it work?
- What does it need to accomplish?

Why should they sponsor you?

Highlight the following:

- How has the team done in the past? Has there been a team before?
- What is the budget?
- What will sponsorship go towards?
- What levels of sponsorship can the sponsor commit too?
- What will that sponsorship get them? Are there any media opportunities associated with the event?
- What benefits will students gain from participation?
- How will those benefits and skills translate to potential employers? Will they help to grow the local economy in any way?

Introduce the Team

- Include a thank you from the group
- Include a list of members
- Include a list of involved Faculties and areas of study
- Plug your team's social media and website
- Include where to address sponsorships

Sponsorship Form

Create a form to capture the sponsor's details, as well as the commitments they received from you for donating. You are not able to issue a tax receipt, but you can issue an invoice showing receipt of sponsorship.

Invoice Template

Do not include this with you package, but have it ready for sponsors who request it following a donation. See included example.

NOTE: Photos of the team at previous competitions, awards won, and completed projects look great in this package. Include any images you can to demonstrate the team's commitment to the project. ALWAYS INCLDUE A TEAM PICTURE



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October 4, 2021

Dear Potential Sponsor:

On behalf of the Faculty of Engineering and Applied Science at Memorial University, I am pleased to provide this letter of support for the MUN Concrete Toboggan Team and their efforts to compete at next year's Great Northern Concrete Toboggan Race in Calgary. Since the start of this competition in 1975, the event has grown continuously and hosts over 450 engineering students from as many as 20 engineering schools across Canada.

The Great Northern Concrete Toboggan Race provides a great opportunity for students to develop skills such as applied engineering design; technical writing; public speaking; project management; and teamwork. Students develop these skills through the planning, design, construction, and presentation of their concrete toboggan. The skills complement their engineering studies and helps them excel in their careers after graduation. This competition also gives students a chance to meet with other engineers, potential employers, and students from across Canada, establishing friendships and networks that can last a lifetime.

On behalf of the Faculty, we are proud to support our engineering students, the Concrete Toboggan Team, and their success. This event provides a valuable opportunity for our students to meet with hundreds of outstanding future engineers and job prospects. Thank you for your consideration of supporting MUN's Concrete Toboggan Team.

Sincerely,

A handwritten signature in black ink that reads "Greg F. Naterer".

Greg F. Naterer, PhD, P.Eng.
Dean and Professor

SAMPLE

