**Sponsorship Chair**

The Sponsorship Chair is responsible for identifying and developing relationships with groups, companies, and individuals which may be interested in providing sponsorship opportunities for SCRC events. At a minimum this includes:

* Developing sponsorship letter(s) to be sent to all prospective sponsors;
* Establishing funding objectives with Events Chairperson and Treasurer as part of the budgeting process;
* Contacting previous sponsors to see if they will support an event again;
* Soliciting new sponsors;
* Obtaining electronic images/logos from sponsors to be used in SCRC advertisements (i.e. signage, SCRC website, etc);
* Partnering with the Communications Chair and providing required images in a timely manner;
* Ensuring sponsorship funds have been received prior to the event and transferring them to the Treasurer;
* Supporting the Treasurer with collections efforts if a sponsor has not sent SCRC their committed funds;
* Provide follow-up call/email to sponsor after the event to personally thank them for their support of SCRC.