



HOW TO REQUEST A SPONSORSHIP OR DONATION

We've been getting quite a few inquiries about sponsorships and donations. Here's how the process works...

1. Complete of a [Sponsorship Intake Form](#) and submit to your Manager for approval. Include any related documents or brochures where necessary. Marketing needs at least 30 days to process and provide support materials. Steps 1 and 2 can take some time to complete, so please take that into account.
2. If the organization is set up as a vendor in Concur, skip to step 3. For organizations not yet in Concur, request a W-9 from them. Email their completed w-9 to Samantha.Davis@carsonteam.com. Specify which Business Entity they should be listed under (CECO, WECCO, Campo, etc.) in that email. Once they are set up in Concur, proceed to step 3.
3. Submit a PO Request into Concur at least 30 days in advance of any deadlines. **This step formalizes the request and initiates the secondary review process.** Reference the image below to enter the information in the appropriate field. Upload Sponsorship Intake Form and accompanying documents. See file titled ["How to Create a PO for Contributions"](#) for more detailed instructions on requesting a PO if needed. Upload the Sponsorship Intake Form and all associated documents to the PO, preferably combined into a single document if possible.
4. The PO submission sends your sponsorship request to James Haselhofer and Matt Benz for review and final approval. Once approved, you will be emailed a PO number from Concur. For monetary contributions, submit an invoice (or acceptable alternative*) with the PO number to acctspay@carsonteam.com. For other types of contributions, communicate with the necessary department(s) for fulfillment of product, collateral, etc.

**You may not always have an invoice in donation and sponsorship situations. Acceptable alternatives would be a request letter, or similar document, that outlines payment information such as how a check should be addressed and where it should be mailed to.*

CARSON
OUR CUSTOMERS • OUR PEOPLE • OUR COMMITMENT

SPONSORSHIP & DONATION REQUEST FORM

Submitted By: _____ On Behalf of: _____ Date: _____

Name of Group or Organization: _____

Description of Service or Activity (Is Free or for Sale, or for Lease or Rent, or used? (Specify)) _____

How Will Our Proceeds Be Used (Is this a single donor? Will Carson be listed in a directory, represented by a banner or logo on uniform? (Specify)) _____

Relationship to Carson (Is this an employee's family, a customer, a partner, a project, etc.) _____

Amount Requested \$: _____ Date Requested: _____ Other Attachments: Yes No

SUBMISSION PROCESS

1. Submit your request at least one month before you require a response.
2. Completely fill out this form. Be as specific as possible. The more we know, the faster this goes.
3. If possible, return all pertinent information in a single email, including this document plus any necessary attachments (or links) to all space diagrams, logo, submission forms, price sheets or imagery.

New Item

Policy: Carson PO Payment Request Pr

Type: Goods

Vendor: SUTHERLIN HIGH SCHOOL BASEI
EUGENE, OR 97402
jolona@carsonteam.com

Expense Type: 8130-000 Contributions

Business Entity: 1 (010) WECCO

Site: 2 (0046) Sutherlin Admin

Name Category: (Charity Contribution) 05

Sub-Category: Branch

Detail: Local

Description: Baseball Jersey's

Item No: _____

Quantity: 1

Unit Price: 500

Currency: USD-US, Dollar

Total: 500.00

Needed By: _____

Unit Of Measure: Each

Notes To Supplier: _____

Save Cancel