

## **District 81P – Caribbean Toastmasters District Guidelines – Events Sponsorship**

### **Purpose**

These guidelines are provided to further clarify the rules and policies regarding sponsorship and fundraising set out by Toastmasters International Guidelines and the District leadership Handbook. These guidelines do not in any way supersede the TMI policies, including the fundraising policy available at [http://208.179.231.194/apps/Sections.nsf/Files/SectionVID11/\\$file/SectionVID11.doc](http://208.179.231.194/apps/Sections.nsf/Files/SectionVID11/$file/SectionVID11.doc)

### **Guidelines**

Toastmasters International permits districts to secure sponsorship for district events as a strategy for offsetting costs. *In every case, the district governor must approve the sponsorship.*

### **Approval of Sponsorship**

For each prospective sponsor the Conference Committee shall provide the following minimum information:

- The Name of the Business and any other subsidiaries and or companies of which the sponsor is a subsidiary
- Nature of the Business:
- The type of sponsorship being proposed:
- The benefits being offered to the sponsor:

See *Event Sponsorship Approval Form* <http://www.caribbeantostmasters.org/procedures.html>

### **Sponsorship of an event:**

A sponsor of a district event, program or conference can:

- Provide "in kind" compensation (e.g., printing, etc.)
- Donate money.  
Such money acquired in the name of the conference may not be used for non-conference activities or private events.
- Provide products (e.g., pens, bags, notebooks, etc.)
- Provide a service (e.g., airport shuttle, etc.)

### **Benefits to Sponsor**

A district can, in return for sponsorship, offer only the following:

- Recognition in print (e.g., conference program, event program, Web site, etc.).  
The acknowledgements and advertisements should be in a section of the program designated for this purpose and not placed throughout the program.
- Recognition in signage (i.e., banners, posters, notices).  
Such signage may be placed on walls, waiting areas and areas away from the main staging area. If placed in the main staging area, such a display must not overshadow the Toastmasters Banner(s) and other key Toastmasters displays. Some consideration must be given to the size of the display in order to meet this requirement.
- Verbal recognition (i.e., Vote of Thanks, Verbal acknowledgement) at beginning or end of meeting/event.
- Complimentary event registration for the sponsor.
- Space (i.e., meeting room or a common area in which the sponsor can display products or services, when the products or services support the Toastmasters International mission)