



REQUEST FOR SPONSORSHIP APPLICATION

PRESENT TO A BOARD MEMBER OF YOUR CHOICE AT LEAST 30 DAYS PRIOR TO EVENT.

Name_____

Address_____

Phone_____

Email_____

Name of event_____

What do you hope to gain from your attendance_____

Costs of event_____

Estimated cost of travel_____

Estimated cost of lodging_____

Estimated cost of meals_____

Total cost_____

Amount you are able to pay for this event:_____

Amount of sponsorship requested:_____

How would you like to share what you have learned? (For instance, informally at a study group? General Meeting presentation? Article? Blast?) _____

Sponsorship request submitted to: _____

Board member reviewed with President or Treasurer (date)_____

Approved by:_____

Date:_____

Copy to: Treasurer
Recipient

Procedure for requesting scholarship money for workshops or classes

1. DFA Member will complete a scholarship request. The form will be available on the website under "documents".
2. DFA Member will submit the request to any board member.
3. The Board member receiving the request shall meet with the President and/or Treasurer to determine amount of scholarship money to be awarded.
4. The Board member will provide copy of complete form for treasurer's records.
5. The Treasurer is responsible for tracking use of grant money for this purpose.