



## **DWC Sponsorship Task Force “STF” Chair**

NOTE: Due to the entailed responsibilities of this Chair position, it is advisable and recommended to have 2 Co-Chairs as well as a committee of members. Where “Chair” is noted in this job description, it is implied for the 2 Co-Chairs.

The Sponsorship Task Force “STF” is a means of securing donations from various individuals and business entities in the community, through the form of Sponsorships.

The monies generated from Sponsors are used to offset expenses associated with the Fundraising activities organized by the Club. These activities help to support the Club’s long established DWC Family Assistance Fund and a local charity as chosen by the Membership every two years.

A separate account is used for all monies donated from Sponsorships and is labeled as *Sponsorship Contributions* in the Profit and Loss Statement, and Balance Sheet for the Club.

There are Sponsorship levels established by the Club and upon approval of the Executive Board. At present the Sponsorship levels are as follows:

- Platinum for \$2500
- Gold for \$1500
- Silver for \$750
- Bronze for \$250

A description of the benefits for each Sponsorship level and other pertinent information is detailed in the Sponsorship documents: *DWC Sponsorship Opportunities* and *DWC Sponsorship Agreement Form*.

The STF Chair is responsible for the coordination and participation in all efforts as it relates to eliciting and securing Sponsors for the Club. Each Sponsor has a tenure of one year and generally it begins January 1.

The STF Chair will work with the Program Chair to include the Platinum Sponsor(s) in the schedule for programs. She will be responsible for submitting this information to the Program Chair, as well as the Newsletter Chair.

The STF shall keep a record of all current and past Sponsors as well as all potential Sponsors. She will also present the current list of Sponsors to the Executive and Governing Board, both at the Board meetings and via e-mail.

The STF Chair will also submit the current list of Sponsors to the Newsletter Chair, for publication in the monthly newsletter; and to the Website/Facebook Chair for the club website and club Facebook. Sponsors will be recognized at the Club’s monthly luncheon meetings as well as at the Club’s major events, such as the annual Glitz & Glamour Fashion Show Luncheon Fundraiser.