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Dear Community Representative:

Thank you for your interest in involving Crumsby's in sponsorship of your upcoming event. As you may already know, Crumsby's is an active participant in our communities, and we do attempt to support many of the good works that go on in both the Oak Bay and Royal Oak areas with our sponsorship.

As you may guess, we also are limited in terms of what resources we can direct to the many requests for sponsorship we receive every month. We do have a budget that limits the number of organizations we can support, so we cannot participate in every opportunity that arises.

Our focus has always been primarily on local community-based organizations that strive to improve families, children, and their education. We have supported a wide variety of causes in our community, but our intention is to focus on the families and children that are so much a part of the Crumsby's mission.

With any request that comes our way, we ask that you complete the attached *Community Sponsorship Application* and *Release and Indemnity Agreement* and return them to us with a cover letter, on organization letterhead, that describes the organization, the event, and opportunities for recognition of Crumsby's contributions.

We make our community sponsorship decisions on a periodic basis, and we regret that we cannot guarantee participation in your event, even if we have in the past.

Thank you for your work in the community, and thank you for including Crumsby's in your efforts. We look forward to the opportunity to review your application.

Best,
CRUMSBY'S CUPCAKE CAFÉ

the Crumsby's Crew

enclosures

COMMUNITY SPONSORSHIP APPLICATION

Organization

Charitable Org/BC Society Reg Number

Address

Contact person

Title

Email

Phone

Event

Event date

Brief description of event

What is the purpose of the event?

Who benefits directly from the event?

How will you measure how well the event has met its goals?

Event budget

Expected number of attendees

Number of volunteers

Participation request

- Cupcakes *quantity:*
- Gift Card *value & quantity:*
- Bottle Drive
- Other *details:*

If you have received support from Crumsby's for a past event, please provide details:

DECLARATION I, _____ (*print name*), am the authorized representative of _____ (*organization*). To the best of my knowledge the information I have provided on this submission and its attachments is correct and complete. If approved by Crumsby's, any sponsorship support will be used exclusively for the purposes described.

Signed _____ Title _____ Date _____

