



College of
Physicians
& Surgeons
of A l b e r t a

Sponsorship Application

Completed application forms must be submitted a minimum of 60 days prior to the event/project. If all required information has been provided, you will receive a response from the College of Physicians & Surgeons (CPSA) within 30 days following receipt of your application.

The College only sponsors organizations/initiatives that meet the following criteria:

- The CPSA is directly involved in the event:
 - is a partner in developing/coordinate the event, or
 - is providing a speaker, or
 - is hosting a display, etc.

OR

- The event is in Alberta and will provide a direct and obvious educational benefit to a large number of Alberta-based physicians, medical students and/or medical residents.

CONTACT INFORMATION

Name of Organization: _____

Contact Name & Title: _____

Mailing Address: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

E-mail: _____

ABOUT YOUR ORGANIZATION/EVENT

Date / Place / Time of event: _____

Brief description of your organization: _____

How do the values/goals of your organization parallel those of the CPSA? _____

What is the purpose of the event you are planning? _____

Who is the intended audience for this event? _____

How large is that audience? _____

How much funding are you requesting? _____

In addition to the terms outlined below, how will the CPSA be recognized if it supports your request?

(Please provide details) _____

TERMS OF SPONSORSHIP

As a representative of the _____ (name of organization seeking funding), I will ensure the College is appropriately recognized for its contributions by providing a written summary of the event within 30 days. This summary will include the following:

- *participant evaluation of the event (survey)*
- *photographic evidence of the College's logo at the event*
- *supporting documentation such as newsletter and/or media coverage*
- *copies of event programs and/or agendas*

_____ (signature) _____ (date)

PLEASE FORWARD COMPLETED APPLICATIONS FORMS TO:

Communications Department
College of Physicians & Surgeons of Alberta
2700 - 10020 100 St NW
Edmonton, AB T5J 0N3
Fax: (780) 420-0651