

**SIG EVENT/WORKSHOP: SPONSORSHIP GUIDLINES AND PROCEDURES****GUIDELINES**

Sponsorship is a means for the Chapter to cover the costs of producing an event/workshop, as well as a means of offsetting general Chapter operational expenses.

Sponsors are offered several kinds of benefits for making financial contributions, such as:

- Placement of sponsor literature on a literature table or within participant folders, when applicable.
- Brief speaking opportunities to introduce their specific services at the beginning of the event/workshop.
- Placement of an ad in LA THERAPIST UPDATE newsletter.
- And other creative opportunities, which can be negotiated between the Sponsor and the Executive Board.

Sponsorship arrangements fall under the aegis of the **Ways and Means Committee**, which is a standing committee within LA-CAMFT's Executive Board.

SIG Chair/s may not negotiate nor offer benefits directly to Sponsors without direct involvement and agreement of the **Ways and Means Committee**.

A SIG may already have an idea for a sponsor or may request help in finding a sponsor. The Sponsorship sub-committee of the **Ways and Means Committee** can assist the SIG in handling the sponsorship process.

**PROCEDURE**

Contact the **Ways and Means Committee** or the **Sponsorship Chair** found on the LA CAMFT website's Board of Director's contact list.