

# POUGHKEEPSIE



## BASEBALL

### Committee/Event leader fact sheet

**Event/Project Name: Sponsors**

**Event/Project Description:** Send letters to previous year's sponsors requesting sponsorship for this year. Send 2 or 3 followup letters to those that do not respond. Keep Board apprised of status, as some sponsors will not return, and new sponsors will need to be found quickly. Track sponsors, their payments using an existing spreadsheet. Either make the deposits yourself or give the sponsor checks to the Treasurer. If a sponsor has a child, coordinate with Division Coordinator to make sure that child is assigned to that team. Mail two shirts to each sponsor. If a sponsor has a special request for a Division (for example, the sponsor wants a team in 15u), coordinate that. Work with Uniform Coordinator as some teams are added late or change divisions.

**Amount of time devoted and when:** 30 hrs starting in early January, running through April 1. 80% of time spent early to mid-March following up with non-paying sponsors.

**Amount of people needed to complete project:** 1, but coordinate with others

**Costs involved in your project/event:** stamps for letters

**Notes:** letters from previous years are available to use to send to sponsors. There is a spreadsheet that can be reused for tracking.