



## Sponsorship guidelines

Supporting our local community has long been an integral part of the ASQ business. Each year we sponsor a variety of local organisations, clubs, events, charities and fundraisers as well as donate 1% of all VIP purchases as part of our Community Rewards Program.

Each year we receive an increasing number of sponsorship proposals. Because of the high number of requests we receive, the following guidelines have been developed to communicate our requirements with those requesting a sponsorship or donation:

1. ASQ will take the time to consider every application
2. We do not sponsor individuals
3. The sponsorship request must align with our corporate values and business strategy
4. Please allow up to 6 weeks from the time you submit your request to receive a response
5. If you are requesting the donation of a product please allow extra time so we can ensure the product is in stock
6. Please understand that although we would like to help everyone in our community, we are unable to approve every sponsorship
7. If you are requesting the hire of plants you will be required to pay for the replacement of any plants that are returned in poor condition
8. If your sponsorship is unsuccessful please appreciate that we took the time to read and consider your proposal but found it to be an unsuitable option for ASQ at this time. You are more than welcome to ask again in the future or complete a form to be considered as a member of our VIP Community Rewards Program

An important aspect of our sponsorship strategy is ensuring we spread support around our community. For this reason, we may sponsor your organisation one year but not the next. This is not something to be taken personally, it is simply because if we repeat the same sponsorships and events every year, other organisations may never get the opportunity.

Thank you for reading our sponsorship guidelines. Once you have completed the sponsorship request form, please email it to [info@asq.net.au](mailto:info@asq.net.au).



## Sponsorship request form

<b>Organisation</b>			
<b>Contact person</b>		<b>Position</b>	
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Website</b>			
<b>VIP member</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>VIP number</b>

<b>Date of request</b>				
<b>Request outline</b>				
<b>Request type</b>	<input type="checkbox"/> Product	<input type="checkbox"/> Money	<input type="checkbox"/> Gift card	<input type="checkbox"/> Hire
	<input type="checkbox"/> Advertising	<input type="checkbox"/> Other (please specify)		
<b>Date required</b>				
<b>ASQ benefit</b>				
<b>Past sponsorships</b>				
<b>Notes</b>				

Office use only:								
<b>Marketing signature</b>				<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	<b>Date</b>		
<b>Retail price (inc gst)</b>	\$	<b>Cost price (inc gst)</b>			\$			
<b>Marketing expenses</b>	\$	<b>Total invest. (inc gst)</b>			\$			
<b>PO #</b>				<b>Invoice #</b>				
<b>Gift card #</b>				<b>Gift card expiry</b>				
<b>Date gift card issued</b>				<b>Docket #</b>				
<b>HIRE date collecting</b>				<b>HIRE date returning</b>				
<b>Donation category</b>	<input type="checkbox"/> Charity	<input type="checkbox"/> Education	<input type="checkbox"/> Event	<input type="checkbox"/> Garden	<input type="checkbox"/> Health	<input type="checkbox"/> Club	<input type="checkbox"/> Sport	<input type="checkbox"/> Other
<b>Reason if declined</b>								
<b>Notes</b>								
<b>Request number</b>								