

Vice President for Sponsorships

The Vice President for Sponsorships is an appointed position by the Chapter President. He/she is the primary person responsible for soliciting sponsorships to Chapter events and for developing relationships with organizations that the Chapter might want to help sponsor. Assistants can be acquired to help out with the amount of recordkeeping and activities associated with this program.

Sponsorship may take the form of Incoming and Outgoing. Incoming Sponsorships include such events like the AF Ball and the Space Warfare Symposium where the Chapter solicits financial assistance from industry and our Community Partners (CPs) to help stage the event, or to add to our scholarship fund. (NOTE: Funds raised for scholarships can only be used for scholarships, no other usage is permitted). Outgoing Sponsorships include such activities as Civil Air Patrol support, ROTC cadet awards, student and spouse scholarships, Team America Rocketry Challenge (TARC), Challenger Learning Center, etc.

Responsibilities include:

- Act as primary Chapter POC for all sponsorships (Outgoing and Incoming) - lead person for making contact with perspective sponsors
- Track the status of all sponsorships and provide this information to the President and Executive Committee when requested on a detailed spreadsheet.

- Incoming Sponsorships

- AF Ball
 - Update and distribute the AF Ball Sponsorship letter to all corporate and CP POCs
 - Work with the AF Ball Chairman to ensure sponsorship levels are current and correct before dissemination
 - Track sponsorships sold and provide current status at all AF Ball Planning Meetings
 - Follow-up with sponsorship pledges to ensure all monies are collected before and/or after the event. Notify the Chapter President and AF Ball Chairman of all outstanding monies owed the Chapter
 - Works closely with the Director of Corporate Table Sales and VP for CPs to share information and assistance as needed
- Space Warfare Symposium (SWS)
 - Update and distribute the SWS Sponsorship letter to all corporate and CP POCs

- Work with the SWS Chairman to ensure sponsorship levels are current and correct before dissemination
- Track sponsorships sold and provide current status at all SWS Planning Meetings
- Follow-up with sponsorship pledges to ensure all monies are collected before and/or after the event. Notify the Chapter President and SWS Chairman of all outstanding monies owed the Chapter
- Works closely with the Director of Corporate Table Sales and VP for CPs to share information and assistance as needed

- IMAGE Golf Tournament

- Every third year, the AFA is responsible for leading the Industry Military Annual Golf Event (IMAGE). There are three organizations that are part of the IMAGE; AFA, AFCEA, and NDIA. The proceeds raised from this event go to the Chapter's scholarship fund. These proceeds can ONLY be used for scholarship purposes IAW with IRS rules governing a 501 (c) (3) organization. (If the Chapter solicits funds for scholarship purposes, all funds collected must be used for scholarships so the contributors can get a tax break)
- Update and distribute the IMAGE Sponsorship letter to all corporate and CP POCs
- Work with the AFA IMAGE Chairman to ensure sponsorship levels are current and correct before dissemination
- Track sponsorships sold and provide current status at all IMAGE Planning Meetings
- Follow-up with sponsorship pledges to ensure all monies are collected before and/or after the event. Notify the Chapter President and IMAGE Chairman of all outstanding monies owed the Chapter

- Outgoing Sponsorships

- As the Chapter POC, develop and maintain a professional and working relationship with the following organizations so the Chapter can continue to support them in the name of the Chapter. Work with the Chapter President and Treasurer
- Develop a tracking spreadsheet for each organization that has the POC, 's contact information (name, phone, mailing address, and email address), amount of contribution and date of contribution

- Track Chapter contributions by amount and date (work with the Treasurer) and remind the President and Treasurer when follow-on contributions are coming due

- Challenger Learning Center
- Team America Rocketry Challenge (TARC)
- Civil Air Patrol (CAP)
- AF JrROTC Units
- Home Front Cares
- Flight For Life
- Angel Flight
- Base education Offices (for Spouses and Pitsenbarger scholarships)
- Space and Missile Pioneers
- Peterson AFB Museum
- Sky Sox baseball team
- SNOFEST
- USAFA Outstanding Squadron Banquet
- Armed Forces YMCA
- Community College of the Air Force (CCAF)
- Chief's Orientation/Induction Program
- USAFA Wing Boxing Open
- Rocky Mountain Company Grade Officers Council
- Arnold Air Society/Silver Wings/Angel Flight

- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job