



Cedar Ridge High School Band Booster

Volunteer Sponsorship/Grant Writing Intern

The Sponsorship/Grant Writing Intern is in charge of providing the opportunity for sponsorship to companies and individuals for CRHSBB. Your efforts will assist with fundraising, as well as offer marketing opportunities to companies and individuals, as well as exploring grant opportunities and following through in the Grant Writing Process.

This position requires a person who is comfortable talking to new people and who can motivate people to become involved and raise money.

Duties and Responsibilities

- Present sponsorship opportunities throughout the community; make a list of companies for sponsorship, and follow up to ensure commitment of sponsorships for Cedar Ridge HS Band Booster.
- Prepare grant applications for corporations, foundations and government agencies that provide arts funding; research all grant possibilities, write reports and back-up materials to support each application, track the deadlines and follow-up on each proposal.
- Set a Sponsorship Goal and create a strategy, in partnership with your event chair and/or committee, to reach your sponsorship goal.
- Develop and distribute CRHSB approved sponsorship packet.
- Adhere to the standardized sponsorship levels of the CRHSBB.
- Facilitate contact and follow up with past and potential new sponsors.
- Facilitate contact after and follow-up with sponsorship ask through the point of securing the funds.
- Select and order recognition items for sponsors.
- Plan and implement any event day sponsor recognition.
- Recognize and thank sponsorship volunteers and event sponsors.
- Ensure a Proof of Performance package is delivered to each sponsor within two weeks after your event is over.
- Formally thank sponsors for donations after received
- Ensure sponsor amenities are provided as promised.
- Work with Treasurer/Finance to ensure grant requirements are met

- Keep Vice Presidents aware of sponsorship opportunities.
- Obtain sponsorship commitments forms, logos, etc.
- Work with Communications Chair to ensure all qualifying sponsor logos are included in publications (newsletters, program, etc.).
- Attend event committee meetings.
- Attend civic or cultural events in the community to represent the CRHSBB
- Seek opportunities and solicit in-kind contributions
- Work with Marketing/PR to broaden recognition of organization within the community
- Work with Web Site Administrator to acknowledge sponsorship and donations on web site

Qualifications and Skills

- Must be enrolled full time at an Accredited University in an appropriate degree field (business, marketing)
- Must provide completed official Resume and Application
- Must have a professional demeanor.
- Must have excellent communications skills, both public speaking as well as on social media.
- Must be self motivated.
- Knowledge of and commitment to the CRHSB Mission
- Knowledge of the community for recruitment of volunteers and potential sponsors
- Must be comfortable asking for large sums of money
- Must have the ability to lead and motivate; as well as excellent organizational skills
- Must be able to commit to a minimum of 10 hours a week, with up to 20 hours a week available, dependent upon self motivation and event schedule.

Interested?

Complete and submit your resume, along with the Sponsorship Grant Writing Internship Application form (previous posting) to:

Debby Polizzi
polizzifamily@yahoo.com



Cedar Ridge High School Band Booster

Sponsorship Grant Writing Internship Application

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)							
Afternoon (approx. 1-5)							
Evening (approx. 5-9)							

Areas of Interest	
Please indicate which area interests you:	
<input type="checkbox"/> Grant Writing <input type="checkbox"/> Public Relation <input type="checkbox"/> Development <input type="checkbox"/> Education <input type="checkbox"/> Sponsorship <input type="checkbox"/> Events <input type="checkbox"/> HR <input type="checkbox"/> Marketing <input type="checkbox"/> Registration <input type="checkbox"/> Other, please explain: _____	

Experience/Education and Skills

Current employment status: Full-time Part-time Not Employed

Current or most recent paid position held

Are you currently a full-time student?

Yes No

If yes, please indicate school and concentration:

Level

Freshmen Sophomore Junior
 Senior Graduate student

Areas of study:

Do you speak any other languages?

Yes No

If yes, please list language

Fluent Semi-Fluent Basic

What Community, Charitable or Professional Organizations have you been involved in?

Personal Information

What level of involvement have you had in the Grant Writing Process? List any Successes.

How would you describe your leadership style and ability to work with a team?

How would you describe your ability to be a self motivator?

Professional References

Name

Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date: