



Global Region Event Sponsorship Program

PART 1:

Purpose

Sigma may provide sponsorship funding for regional programs, based on the sponsorship guidelines noted below.

Timeline

- Sponsorship proposals must be received at least three months in advance of the event
- Sponsorship proposals are accepted year-round

Amount and timing of funds available

- Up to \$5,000 USD funds in sponsorship funding will be available to support a global regional event held within each regional jurisdiction. Sigma's Global Regions are: Africa, Asia, Europe, Latin America/Caribbean, Middle East, North America West (1-5), North America Central (6-10), North America East (11-15), and Oceania. Regions may also collaborate with other regions for a joint event.

Sponsorship guidelines

1. Scope of activity must encompass your global region, e.g. the planning committee would engage with all chapters within the global region.
2. The event must be branded as a Sigma event and follow official Sigma brand guidelines.
3. Sigma International leadership shall be invited to present a session, and/or present as a keynote speaker, whether or not they are able to accept the invitation.
4. The event must help fulfill the Sigma mission.
5. The regional members who are engaged in hosting the event must submit a post-activity summary (template provided) to Sigma's Director of Constituent Services within 60 days after the activity is completed. If no report is submitted within 60 days, funding requests will not be considered for future global regional events until such report is received.
6. Sponsorship funds may not be used for indirect costs or costs related to completing an education program (e.g., tuition). Examples of what sponsorship may cover include the following items:
 - a. Marketing/promotion/publicity costs
 - b. Food functions at the event
 - c. Event space and/or equipment rental
 - d. Speaker-related expenses (travel, honorarium)
 - e. Chapter representative(s) or attendee(s) travel to the sponsored event
 - f. Scholarships for students to attend the event
 - g. Companies to assist with producing event (Audiovisual, production, hosting platform)
 - h. Translation fees for the event
 - i. Other (e.g., e-commerce fees, music, printing)
7. The event should not be held three months before or after the Sigma biennial convention (typically held in late October/ early November of odd-numbered years).

8. The event should not be held three months before or after the Sigma International Nursing Research Congress (typically held in July), if hosted in the same region.
9. The event must have a lead chapter within that region who would serve as the fiscal agent for the sponsorship funds, through whom the funds can be distributed. That lead chapter will be responsible for all financial functions related to the event (e.g., contact with involved parties, signing of contracts, planning details, program content, etc.).
10. Funding is not guaranteed until applicant(s) is notified that the request has been approved.

Hosting a regional event in conjunction with a Sigma Theta Tau International event

If there is interest in hosting a regional event in conjunction with a previously- scheduled Sigma event, a request must be submitted to Sigma at least 90 days in advance of that program.

Proposal process

Proposals that do not meet the guidelines noted above will be returned to the applicant(s) with feedback on how to improve future submissions.

Final determination of funding will be made within 30 business days of acknowledgement of receipt of the sponsorship proposal at headquarters.

PART 2:

General instructions

All sponsorship proposals must be submitted electronically to the Chapter Services Department at chapserv@sigmanursing.org. Proposals sent in by other methods (i.e., mail, fax, etc.), and incomplete proposals, will not be able to be considered for funding.

All sponsorship proposals must be submitted in English.

PART 3:

Please submit the following information.

Contact information

Regional Coordinator

- Name:
- Title:
- Email:
- Phone:

Global regional representative (If different than Regional Coordinator)

- Name:
- Title:
- Email:
- Phone:

Designated lead chapter officer (See Part 1 Sponsorship Guidelines No. 8)

- Name:

PART 4:

Please submit the following information:

Description of proposed event

- Objectives:
- Purpose:
- Date(s):
- Location:
- How will this event help fulfill the mission of Sigma?:
- Audience
 - Who:
 - How many:
- Geographic scope of event (confirmation that scope of event encompasses your entire global region):
- Please attach a separate overview document outlining the following:
 - Include preliminary daily schedule, if available
 - Include preliminary planning timeline
 - Include preliminary marketing/promotion timeline

Budget

Please use the following template to provide your event budget.

Type of Expense	Estimated Cost
Marketing/promotion/publicity costs	
Food functions at the event	
Event space and/or equipment rental	
Speaker-related expenses (travel, honorarium)	
Chapter representative(s) or attendee(s) travel to the sponsored event	
Scholarships for students to attend the event	
Companies to assist with producing event	
Translation fees for the event	
Other (e.g., e-commerce fees, music, printing)	
Total Sponsorship Amount Requested	

PART 5:

Agreement

The following agreement must be read and acknowledged via digital signature:

- Funds must be returned in full to Sigma headquarters if the activity is cancelled, within 30 business days of the cancellation.
- Any unused funds will be returned to Sigma within 30 days after the event.
- If the activity is postponed Sigma must be notified ASAP with a request, including cause, to extend the completion date, and identifying the reschedule date; otherwise funds must be returned to Sigma headquarters within 30 business days. The rescheduled date must be within 12 months.
- Funds for this application may not be used for expenses incurred prior to the application submission date.
- Final determination of funding will be made by a sponsorship review committee, within 30 business days of acknowledgement of receipt of the sponsorship proposal at headquarters.
- If funds are awarded as the result of the sponsorship proposal, the designated lead chapter for the event becomes the fiscal agent and assumes all legal and financial accountability for the funds and for the performance of the financially supported activities. Deliberate withholding, falsification, non-documentation of references, or misrepresentation of information in the application will result in administrative actions including, but not limited to, the withdrawal of the funding.
- If the sponsorship request is approved, US\$ funds will be sent either via wire transfer or check to the designated lead chapter within 30 business days of approval notification.

By entering my initials below, I understand and agree to the above-mentioned terms. I understand that failure to meet these conditions will result in administrative actions including, but not limited to, the withdrawal of funding.

PART 6:

By initialing below, you indicate your agreement to the guidelines and terms of the Global Region Event Sponsorship Program:

Signatures

- Regional Coordinator
 - Initials:
 - Date:
- Global Region Representative
 - Initials:
 - Date:
- Designated Lead Chapter Officer
 - Initials:
 - Date:

Direct any questions, and the completed form, to the Chapter Services team at ChapServ@sigmanursing.org.