

9 SPONSORSHIPS

- Sponsorship check(s) are made payable to KVHA by the sponsor(s).
- Team Manager completes KVHA Sponsorship Request form.
- Team Manager attaches check(s) to the KVHA Sponsorship Request form.
- Sponsorship package, including the KVHA Sponsorship Request form and check(s), are then submitted to the KVHA Office by the Team Manager.
- The Sponsorship Request form and check(s) are submitted to the Accountant for processing by the KVHA Office.
- Check(s) are made payable to the team name if for a Travel Team, to the team Head Coach if for a House Team, and submitted to the KVHA Office by the Accountant.
- Tax letter(s), addressed to the sponsor, are issued by the Accountant and included with the check(s).
- Team check(s) are then submitted to the KVHA Board President for signature.
- After check(s) are signed by the KVHA Board President, they are processed for delivery to the team by the KVHA Office.
- Team check(s) and tax letter(s) are delivered to the team mailbox at the Kensington Valley Ice House.
- It is the Team Manager's responsibility to make certain that the tax letter(s) are delivered to the sponsor(s).
- Please allow a two week minimum processing time.