

We want our corporate sponsors to support us, but we do not want them to be asked over and over. The guidelines below should be followed as much as possible.

- ✓ Check the website before asking or sending out a Donation Letter to see who has already donated. www.carthagerelay.org
Teams are already out there asking, so turn them in asap!

- ✓ To view a list of Sponsors who have **already made a donation**, click on the “View Our Sponsors” link in the Main Menu.

- ✓ To view a list of Businesses or Individuals who have been **contacted but may not have donated yet**, you will need to login to the “Team & Committee Login” section and click the “Corporate Sponsors List” link on the Team Menu.
Contact Michael Lackey if you need to setup an account for the website by e-mail at admin@carthagerelay.org

- ✓ For businesses that donate, we ask that you give them a window sticker to place in their business showing that they have donated. Look for that sign before asking. These will be available at all meetings.

- ✓ If you do not see a business’ name or logo on the website or a sticker at their place of business, ask if anyone has approached them from “Relay 2010” to donate? If they say, “no”, you’re the first. If they say, “yes” thank them.

- ✓ Thank these sponsors regardless of if they give or not.

- ✓ Let Crystal Jones know by email or a call that an individual or business has been contacted so we can post it on our website.

If you have any questions, need more stickers or Corporate Sponsorship Forms, please call Crystal Jones at 417-358-8131 ext. 4804 or by email at crystal.jones@leggett.com

Blank Corporate Sponsorship Forms are also available on the website.

(Team Resources > Miscellaneous Handouts)