

# Office of Community Development

## *Sponsorship/Donation Request Guidelines*



All requests must be submitted in writing by United States Postal Service or alternate parcel and include the following:

- The full legal name of your organization
- A brief description of your organization
- The nature of your request (sponsorship, financial contribution, in-kind donation, etc)
- The name and date of the upcoming event in which you are requesting support for
- The organizations W-9 form (version revised Oct. 2018)
- Your contact information (address, e-mail address and phone number)
- If you are proposing a sponsorship, please also highlight any benefit opportunities received for the sponsorship
- Any other additional information we might find helpful in reviewing the request

Sycuan's review process can typically take between 3-4 weeks and you will receive a written response at the conclusion of the review period. Should your event date fall within that window, please keep us in mind for future projects.

\*Please note, appointments to meet are not typically scheduled unless we determine more information is necessary beyond what is detailed in the written application.

We look forward to reviewing your request.

Please address your written correspondence to:

**Lauren Morrow, Community Development Manager**

**Sycuan Casino Resort**

**5485 Casino Way**

**El Cajon, CA 92019**

Rev. Feb 2020