



Guidelines for Requesting Event Co-Sponsorship from the Public Health Prevention Service Alumni Association (PHPSAA)

The PHPSAA is interested in co-sponsoring events that are in line with our mission. All proposed events will be considered and evaluated with respect to these guidelines and the availability of funding. The PHPSAA Treasurer will notify you about the status of your co-sponsorship request.

1. To qualify for co-sponsorship, the event must support the mission of the PHPSAA which is to provide support for both PHPS alumni and current PHPS fellows through ongoing professional development.
2. The requestor must be a current PHPS fellow or an up-to-date dues-paying member of the PHPS Alumni Association.
3. The event must be open to all PHPSAA members. Events may also be open to current PHPS fellows, current & former PHPS staff, PHPS alumni, and guests of these attendees.
4. An invitation to the event will be extended from the PHPSAA Executive Committee to all PHPSAA members. The requestor must send a copy of the invitation to the PHPSAA Treasurer prior to the event.
5. Events must be held in a handicapped-accessible location.
6. Except in rare circumstances, co-sponsorship by PHPSAA may not exceed a maximum of \$300.00 per event.
7. Requests for co-sponsorship should be submitted to the PHPSAA Treasurer as early as possible. The PHPSAA recommends that requests be submitted at least 2 weeks prior to the event. Requests received within 2 weeks of an event may not be considered.
8. Co-sponsorship for approved events will be reimbursed to the requestor through the CDC Foundation. This process may take several weeks. If co-sponsorship is approved, the requestor must provide copies of all receipts in order to receive reimbursement. No funds will be distributed without official receipts.
9. In order to receive reimbursement following the event, the original requestor must submit a brief summary of the event, including the number of attendees, to the PHPSAA Treasurer.
10. Alcohol and tobacco products are not eligible for reimbursement. The PHPSAA suggests that if alcohol is purchased, a separate receipt is used to avoid confusion.

Questions about these guidelines or the application form may be directed to Kathy Witgert, PHPSAA Treasurer.

kwitgert@niaid.nih.gov

301-402-3227 (phone)

301-402-0492 (fax)



PHPSAA Event Co-Sponsorship Application Form

Please complete this form and return to the PHPSAA Treasurer.

The PHPSAA mission is to provide support for both PHPS alumni and current PHPS fellows through ongoing professional development.

Name of Requester:

PHPS Class:

Mailing address:

Phone:

Email:

Name of Event or Activity:

Date:

Time:

Location:

Description:

Briefly describe the event or activity & explain how this event supports and enhances the PHPSAA mission.

Number of people expected to attend:

Invitees:

Select all that apply

PHPSAA members

current PHPS fellows

current PHPS staff

official PHPS alumni

former PHPS staff

guests attending with the above

Amount Requested:

Except in rare circumstances, the PHPSAA will co-sponsor events at a maximum of \$300 per event.

Use of Funds:

Briefly describe how funds will be spent. Please itemize amounts (e.g. food vs. other items) where possible.

Signature of Requestor: _____

By signing this form, you certify that this event meets the criteria outlined in the Guidelines for Requesting Event Co-Sponsorship from PHPSAA and that you agree to the conditions for reimbursement.

Questions about this form or the guidelines for co-sponsorship may be directed to Kathy Witgert, PHPSAA Treasurer.

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