Ithaca Public Education Initiative
Sponsorship Request Form

**IPEI’s mission is to develop supportive community and private-sector relationships with the ICSD.**

IPEI’s policy is to support events or initiatives that have the potential to further that mission, to promote educational opportunity and access, and to promote and improve learning and achievement.

**Guidelines**

IPEI may lend its support to events and initiatives that:

- Promote and increase educational opportunity within the Ithaca City School District.
- Promote increased collaboration between the ICSD and individuals and organizations, both private and public, within the greater Ithaca community.
- Increase community awareness of the strengths and challenges facing the ICSD and its teachers, staff, and students.

IPEI will not support or endorse events and initiatives that:

- Promote, advocate, or endorse a particular pedagogy, curriculum, or educational product or service not supported or endorsed by the school district.
- Seek to benefit one segment or sub-segment of the ICSD population (teachers, administration, staff, and/or students) at the expense of another.

If your event and/or initiative fits these guidelines, complete the following Request Form and submit it as an email attachment to ipei@ipei.org, or mail it to IPEI, PO Box 4268, Ithaca, NY 14842-4268.

**Request Form**

1. Name of organization requesting sponsorship:
   Contact person:
   Address:
   Phone:
   Email:

2. Brief description of organization’s role and responsibilities:

3. Name of event:

4. Description of event:

5. Date of event:

6. How does this event fit within the IPEI guidelines above?

7. Total budget:

8. Amount requested from IPEI:

9. Other co-sponsors:

10. How will IPEI be recognized for its support? Please specify advertising and/or products that would use the IPEI logo.

*The granting of requests is subject to the availability of funds.*

*If accepted, you will need to submit an invoice for the approved amount, either sent as an email to ipei@ipei.org, or mailed to IPEI, PO Box 4268, Ithaca, NY 14852-4268.*