RE: Georgia Clerks Education Institute Sponsorships

Dear Prospective Sponsor:

The Carl Vinson Institute of Government’s Georgia Clerks Education Institute (GCEI) provides training for over 300 county and municipal clerks in Georgia. GCEI offers two conferences per year along with four regional trainings around the state. The conferences feature 12 training classes, a vendor exhibition area, and typically includes up to 50 first-time attendees who are newly appointed to their jobs. Through GCEI, clerks complete state mandated training, earn clerks’ level and masters level certifications, and engage in continuing professional development throughout their careers.

In an effort to offset conferencing and training costs for our local government clerks and at the same time provide greater opportunities for companies to demonstrate their services to county and municipal clerks, we are excited to announce that we have developed a sponsorship program. GCEI will offer three levels of sponsorships: the Platinum Annual Sponsor, the Gold Conference Sponsor, and the Silver Conference Sponsor. The enclosed document details the various levels of sponsorships and benefits of each. A registration form also is included.

Thank you for your interest and commitment to Georgia’s clerks’ training opportunities through GCEI. If you have questions about sponsorships, please contact me at (706) 542-3887 or on my cell at (706) 207-2804.

Sincerely,

Susan

Susan Maxwell
Director, Georgia Clerks Education Institute
Carl Vinson Institute of Government
University of Georgia
The Georgia Clerks Education Institute is a training conference held twice a year reaching over 300 municipal clerks and county clerks from Georgia. In addition, four regional clerks’ trainings are held each year around the state. Sponsorship dollars offset expenses of the conferences and trainings, allowing the institute to keep registration fees low for our local government clerks, while offering excellent training opportunities for them.

There are several opportunities for your company to sponsor the Georgia Clerks Education Institute and receive the following benefits (including a tax deduction for a portion of your sponsorship*):

**Platinum Annual Sponsor  $5,000**
- A full-page logo in the conference brochure and recognition on the front cover of the brochure (included in participant materials distributed at February and September conferences)
- Acknowledgement of your sponsorship at the Monday business lunches (municipal and county associations) at February and September conference
- Signage displayed at key locations at February and September conferences and regional trainings
- Your company ad displayed on screens during meals—a rolling electronic display
- Your company logo and link included on conference registration notifications to clerks statewide
- Priority exhibition space for three representatives (6 ft draped table, three chairs, waste basket, connection to electricity)
- Attendance for three representatives at all conference activities including classes, meals, breaks, and Sunday night Bingo
- Opportunity to provide a novelty item to be included in participants’ conference materials distributed at registration
- Listing on the promotional website page for the conference
- A roster of all attending clerks with business email addresses

**Gold Conference Sponsor  $2,500**
- Half-page logo in the conference brochure (included in participant materials distributed at the sponsored conference)
- Signage displayed at key locations during the sponsored conference
- Acknowledgement at the Monday business lunches (municipal and county associations)
- Logo displayed on screen during meals—a rolling electronic display
- Priority exhibition space for two representatives (6 ft draped table, two chairs, waste basket, connection to electricity)
- Inclusion in all meals and breaks for two representatives
- Listing on the promotional website page for the conference
- A roster of all attending clerks with business email addresses

**Silver Conference Sponsor  $1,500**
- Quarter-page logo in the conference brochure (included in participant materials at sponsored conference)
- Signage displayed at key locations at February and September conferences and regional trainings
- Exhibition space for one representative (6 ft draped table, two chairs, waste basket, connection to electricity)
- Inclusion in all meals and breaks for one representatives
- Listing on the promotional website page for the conference
- A roster of all attending clerks with business email addresses

* Please consult your tax advisor about tax deductions
Georgia Clerks Education Institute (GCEI) Sponsorship Registration Form

I would like to sponsor GCEI (please check the sponsorship level in which you wish to participate):

______  Platinum Annual Sponsor  $5,000 (calendar year 2018)
______  Gold Conference Sponsor   $2,500 (indicate below the individual conference you would like to sponsor)
______  Silver Conference Sponsor  $1,500 (indicate below the individual conference you would like to sponsor)

_____  September 10-12, 2017 (UGA Center for Continuing Education, Athens)
_____  February 4-6, 2017 (Jekyll Island Convention Center)

________________________________________________________________________
First Name     Last Name
________________________________________________________________________
Company Name
________________________________________________________________________
Address
City                       State      Zip                                 Email address
________________________________________________________________________

Payment options:
1) Submit a check made payable to University of Georgia Foundation along with this registration form. If you choose to sponsor the September 10-12, 2017, conference at the Georgia Center for Continuing Education, checks should be received by August 31 2017.
2) Your company can be invoiced. If you prefer to be invoiced, please complete the following information, and submit this form to the address at the bottom of this form.

________________________________________________________________________
Company Name                                                                     Attention
________________________________________________________________________
Address
City                        State      Zip                                Email address
________________________________________________________________________

NOTE:  We require your ad or logo by July 1, 2017, for inclusion in the September 2017 conference brochure. Please send the digital file to Susan Maxwell at smaxwell@uga.edu.

PLEASE RETURN THE COMPLETED FORM by August 31, 2017, TO:
Susan Maxwell at smaxwell@uga.edu or 201 N. Milledge Avenue, Athens, GA 30602

Please complete this page if you will have more than one company representative attending the conference (Platinum or Gold Sponsors)

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