

**AZTEC SHOPS, LTD.
BOARD OF DIRECTORS**

GUIDELINES FOR SPONSORSHIP / DONATIONS

Aztec Shops, Ltd., founded in 1931, is a not-for-profit corporation that functions primarily as an auxiliary of San Diego State University. The organization provides a diverse portfolio of commercial services including operation of the bookstore and dining services on campus. Aztec Shops also operates selected other enterprises at San Diego State University.

Aztec Shops, on a first come, first served basis, has a limited amount of resources to sponsor campus events, clubs and organizations. To be considered for a nominal sponsorship or donation, please follow the guidelines listed below:

1. Turn in a donation request in writing (on association or department letterhead) directly to:

Kathy Brown
Director of Campus Stores
Aztec Shops, Ltd.
San Diego State University, San Diego, CA 92182-1701
kathy.brown@sdsu.edu

2. Complete the attached Donation and Sponsorship form, to explain the nature of the event or organization seeking sponsorship and the way(s) in which Aztec Shops will be recognized.
3. Allow 2-3 weeks for review and response to your request.



SAN DIEGO STATE
UNIVERSITY

AZTEC SHOPS

Donation or Sponsorship Request

Aztec Shops will provide donations as appropriate to requesting parties who represent one of the following constituencies. Please check the one that applies:

- A group recognized as an SDSU Student Organization by Student Life & Leadership
- A faculty or staff department comprised of University or Auxiliary Employees

Name of your organization or department: _____

Contact Name: _____

Contact Phone: _____

Contact Email Address: _____

Date requested: _____

Event description: _____

Event date: _____

Event location: _____

If recognition of the donation or sponsorship is appropriate, please explain how Aztec Shops will be recognized at the event. Please check the following option(s) that apply to your event:

- Verbal announcement at the event
- Event Program (*must be provided before the event*)
- Flyer (*must be provided before the event*)
- Other: _____
- Not appropriate for this event