

## Request Form for Kol Tzedek to Co-sponsor / Endorse

Kol Tzedek requires organizations interested in asking us to co-sponsor or endorse an event, cause, or group to complete this form and return it to [vp@kol-tzedek.org](mailto:vp@kol-tzedek.org).

Please note that Kol Tzedek, as a matter of policy, does not co-sponsor the following kinds of events, causes or groups:

- Personal projects being developed or created by individuals.
  - Individuals are welcome to contact [admin@kol-tzedek.org](mailto:admin@kol-tzedek.org) to request having their project written about in the synagogue newsletter, to request the use of facilities for a private event, or to request an opportunity to have an announcement made during services about their project. The Leadership Team will make a determination for these requests on a case-by-case basis.
  - **Please keep in mind that limitations in capacity, time of year, newsletter space, announcement space, and other factors unrelated to the merits of the request may play a role in the decision.**
- Events, causes, or groups that would jeopardize the 501-c-3 non-profit status of Kol Tzedek.
- Events, causes, or groups that conflict with the mission and core values of Kol Tzedek.
- For-profit businesses and organizations.

If applicable, all fundraising efforts should be planned, accounted for, and executed to completion within the subcommittee/ organization proposing the idea.

Kol Tzedek will give consideration to requests for co-sponsorship or endorsement on a case by case basis to events, causes, or groups. We strive to respond within 2 weeks of all requests. A decision in favor of co-sponsoring or endorsing does not imply automatic future co-sponsorship or endorsement unless expressly stated in writing by the Board of Directors.

Please see accompanying **Kol Tzedek Policy for Endorsement or Issue Support** for further details relating to Sponsorship / Endorsement policies.

**Please complete the following information:**

Name, address, and contact info of KT subcommittee or external organization requesting co-sponsorship or endorsement:

Date of request:

Date/time/location of event:

Description of event:

If applicable (i.e. external organization), is your group a non-profit organization?

Are you seeking the synagogue's name / logo as a publicly visible co-sponsor or endorser?

Do you have plans to fundraise as part of your event? If so, please provide proposed plan.

Who else are you asking to co-sponsor? Please indicate any groups that have already agreed to co-sponsor.

Anything else important for us to know?

Thank you! We'll be in touch.