



Birmingham Chapter

Chapter #43512

www.iaapbirmingham.org



2011-2012

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Dear Potential Sponsor:

I am contacting you requesting your assistance in a very worthwhile endeavor. The Birmingham Chapter of IAAP maintains a scholarship fund for the purpose of providing money to deserving students in the business field. This is an equal-opportunity program based on grade-point average and financial need. Applications are mailed to High Schools, Junior Colleges and Universities across the state of Alabama.

The chapter holds an annual professional development seminar to help office professionals improve job skills. All proceeds are dedicated to our scholarship program and traditionally, the seminar and accompanying office expo provided the only funding for the program. However, the economy of the last few years has caused ticket sales to dwindle and we are reluctantly turning away many deserving candidates. Sometimes it is truly the difference in being able to continue on with their education and provides the encouragement they need to succeed. Still, we have awarded over \$9,000 in the last 5 years.

I am requesting your help to maintain the success of this valuable program. Enclosed are the various Sponsorship levels for your review and consideration. Please feel free to contact me if you have any immediate questions regarding this program.

Thank you for your time and attention. We look forward to connecting with you.

Warm regards,

Jami Wilson, CAP-OM
President-Elect

Judge us by the “companies” we keep!

*Members of the
Birmingham Chapter
represent a wide array of
local businesses.*

Alliance for Continuing
Medical Education

AQAF

BanCorp South

Bevill State
Community College

BJCC

BWWB

Children’s Health System

City of Adamsville

City of Birmingham

City of Midfield

City of Mountain Brook

Gentle, Turner & Sexton

Greater Birmingham
Convention & Visitors
Bureau

Kamber-Narrow Fabric
Manufacturers

Lawson State Community
College

Protective Life Insurance
Company

Southern Museum of Flight

UAB

Vestavia Library

Volkert, Inc.

Warren, Averett,
Kimbrough & Marino, LLC

About IAAP:

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. Our certification programs are recognized as the industry standard of proficiency.

Established in 1942, IAAP is the world’s largest membership organization comprised entirely of administrative professionals. **The Birmingham Chapter** was chartered in 1943 and has been an active member of the community awarding scholarships for business students and promoting the growth of the administrative professional through education and leadership opportunities.

Core Values:

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Membership Benefits:

- Free monthly professional development programs
- Discounted quarterly software training
- Leadership Training
- Enhanced professional image
- Enhanced public speaking skills
- Member discount on purchases through IAAP on education and professional development resource materials
- Discounts on registration of any IAAP sponsored training workshops, seminars, conferences and conventions
- Discounts on registration for the certification exam
- OfficePro magazine
- Full access to the IAAP Web Community, an online social network for IAAP members

Birmingham Chapter meetings are held on the 3rd Tuesday of each month (ex. July Aug. and Dec.) at Hoover Hall on the campus of Hoover High School.

www.iaapbirmingham.com

**2011-2012 Birmingham Chapter, IAAP®
Programs Sponsorship* and Advertising^ Rates**

Platinum Scholarship Sponsor - \$750		Gold Scholarship Sponsor - \$500	
<ul style="list-style-type: none"> • Gold plus: • Special \$500 Scholarship awarded in your company/organization name • 4 additional seats (1 Table of 8) at the Annual Administrative Professionals Day Luncheon 		<ul style="list-style-type: none"> • Silver plus: • Special scholarship recognition during all events and on our signage and programs • 2 additional seats (4) at the Annual Administrative Professionals Day Luncheon • 1 promotional table at all events 	
Silver Sponsor - \$250		Bronze Sponsor - \$100	
<ul style="list-style-type: none"> • Bronze plus: • 1 additional seat (2) at the Annual Administrative Professionals Day Luncheon 		<ul style="list-style-type: none"> • Website, E-mail, Newsletter recognition • 1 seat at the Annual Administrative Professionals Day Luncheon • Recognition during all events and on our signage and programs 	
Advertising Only Options			
Website		Newsletter	
\$100	W3: Company Name, Logo and Website Link for 1 year on "Sponsors" page	\$125	N6: N5 + 1 st Month Feature Ad
\$75	W2: Company Name, Logo and Website Link for 6 months on "Sponsors" page	\$100	N5: Company Name, Logo and Website Link for 1 year in chapter newsletter
\$50	W1: Company Name, Logo and Website Link for 3 months on "Sponsors" page	\$100	N4: N3 + 1 st Month Feature Ad
Website/Newsletter Combo Packages		\$75	N3: Company Name, Logo and Website Link for 6 months in chapter newsletter
\$200	C3: W3+N6	\$75	N2: N1 + 1 st Month Feature Ad
\$150	C2: W2+N4	\$50	N1: Company Name, Logo and Website Link for 3 months in chapter newsletter
\$100	C1: W1+N2		

* Sponsorship Levels are partially tax deductible less the value of any material benefit.

^ Advertising Options are not tax deductible.

**2011-2012 Birmingham Chapter, IAAP®
Programs Sponsorship and Advertising Request**

Company Name: _____
 Address: _____
 City, State, Zip: _____
 Contact Name: _____ Phone No.: _____
 E-mail: _____ Fax No.: _____

Item	Amount	Selection
Platinum Scholarship Sponsor	\$ 750.00	
Gold Scholarship Sponsor	\$ 500.00	
Silver Sponsor	\$ 250.00	
Bronze Sponsor	\$ 100.00	
Website W1	\$ 50.00	
Website W2	\$ 75.00	
Website W3	\$ 100.00	
Newsletter N1	\$ 50.00	
Newsletter N2	\$ 75.00	
Newsletter N3	\$ 75.00	
Newsletter N4	\$ 100.00	
Newsletter N5	\$ 100.00	
Newsletter N6	\$ 125.00	
Website/Newsletter Combo Package C1	\$ 100.00	
Website/Newsletter Combo Package C2	\$ 150.00	
Website/Newsletter Combo Package C3	\$ 200.00	
Other Tax Deductible Donation	\$	
Total	\$	-

Authorized Signature: _____ Date: _____

Make check payable and mail to: **Birmingham Chapter IAAP**
 c/o Helen Allen
 2851 Walker Ct
 Birmingham, AL 35217

For more information contact: **Jami Wilson, CAP-OM**
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