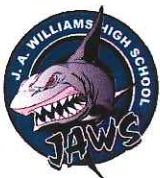




**PORTAGE  
COLLEGE**



**EMPLOY  
Abilities**



*Alberta*

**AlbertaWorks**

**Region 10**

**Metis Settlements**  
Child & Family Services Authority

RECEIVED NOV 6 2013

November 5, 2013

Dear Future Career Quest Sponsor,

**Re: Sponsorship and Support for Career Quest 2014**

Please accept this letter as a request for sponsorship for Career Quest 2014, to take place February 19, 2014. This year, we are launching a new and exciting format and have a big organizing team! Portage College, EmployAbilities, Alberta Human Services, J.A. Williams High School, Community Futures, Careers the Next Generation, and Métis Settlements CFSA – Region 10 have joined forces to host a 1-day interactive career and education expo for local area students and job seekers alike.

Career Quest 2014 will open with a morning of small conference break-out sessions where students will obtain detailed information about different career areas. To ensure that the students were involved in the session planning, a survey was conducted to identify topics of interest. There will be up to 24 sessions running consecutively between 9:00 am and noon.

The interactive career fair will follow with a wide variety of career and post-secondary institutions represented. Last year alone, over 700 students learned about their career and post-secondary opportunities through this event.

The event will close with an evening job fair to connect local job seekers with potential future employers.

Hosting an event of this magnitude can be very costly and we are kindly seeking your support. Your sponsorship dollars will cover such costs as:

- ✓ Bussing for students from local area schools
- ✓ Healthy snacks and refreshments for students and exhibitors
- ✓ Door prizes for students
- ✓ Advertising for the event

*2*



You can become a sponsor at the Gold, Silver or Bronze level. We would also gladly accept any donations of merchandise appropriate for student use, or gifts in kind

GOLD LEVEL \$3,000	SILVER LEVEL \$1,500	BRONZE LEVEL \$500
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\*Gold and Silver level sponsors will be recognized as a contributor on all Career Quest 2014 advertising. Gold level sponsors will also be thanked in all radio advertising leading up to the event.

All sponsors for Career Quest 2014 will be recognized in the following ways:

- Company Logo prominently displayed at the event
- Thank-you advertisement in The Lac La Biche Post newspaper
- Acknowledgment and Thank-you on Portage College Facebook page

I know that you will find this event a worthwhile and strategic use of charitable donations. I very much look forward to your sponsorship and engagement in this event. To sponsor, please complete this attached sponsorship agreement form and return it to me by January 17, 2014.

You are also invited to participate in Career Quest through Career Fair or Job Fair. We will be following up with you in the coming weeks to discuss how you would most like to be involved.

If you have any questions please feel free to contact me at your convenience.

Sincerely,

Andrew Whitson, Marketing Specialist  
Portage College  
Box 417, 9531-94 Ave  
Lac La Biche, AB T0A 2C0  
P: 780-623-5581 F: 780-623-6681

# Career Quest 2014

## Sponsorship Form

### Contact Information

Name of Individual or Company:	Date:
Contact Person:	Job Title:
Address:	Province:
City:	Postal Code:
Email:	Business Phone:
Website:	Fax Number:
Please use the following name in acknowledgements:	

### Sponsorship Opportunities – Please check one

<input type="radio"/> Gold Level - \$3,000
<input type="radio"/> Silver Level - \$1,500
<input type="radio"/> Bronze Level - \$500
<input type="radio"/> Lunch Sponsor - \$2,000

### Other Opportunities

Cash Donation \$
Prize donation - please describe:

### Payment Options

Please find enclosed cheque in the amount of: \$	
Please invoice (to the address above)	
Visa Card Number:	Expiry Date:
Mastercard Card Number:	Expiry Date:
Authorized Signature:	Please print name:

**Please send the completed form and payment to:**

Andrew Whitson

Marketing Specialist, Portage College

[andrew.whitson@portagecollege.ca](mailto:andrew.whitson@portagecollege.ca)

1-866-623-5551 ext.5581 (toll free)

780-623-5581 (office)

780-623-6681 (fax)

P.O. Box 417, 9531-94 Ave. Lac La Biche, AB T0A 2C0