



**Holcim**

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## Advice on Requesting Sponsorship

- Start early. The process often takes longer than you think. Allow enough time to receive an answer in good time.
- Understand your organization's policies and processes for this type of request, and tailor your request so that it can be reviewed and evaluated easily. Find out if any others from your organization have done this (or a similar) program; if possible, talk to them about their experience and advice on making your request for sponsorship.
- Think through and communicate the benefits that you can offer to the sponsor.
- Anticipate ways that you can minimize the impact of your time away from the office, not only for your management but also for your colleagues.
- In larger organizations, where the final decision may not be made by someone you know, prepare a proposal that also presents something about you and your work. The sample sponsorship request below gives one way to approach such a proposal.

### Other useful information:

- [Sponsorship Policy of Holcim \(Romania\) – FAQ](#)
- [Sponsorship Proposal Worksheet](#)
- [Donation Proposal Worksheet](#)