

**September 8, 2010**

**Dear NCASFAA Professional Affiliate:**

I hope your summer is going well and you are preparing for the upcoming 2010-2011 school year. I am excited about serving as chair for the NCASFAA Professional Affiliates Committee this year and look forward to working with you.

This year has definitely been another year for change in the financial aid industry as well as NCASFAA and most especially for the lending community. In light of the changes in regulations which have impacted the very existence of our lending community, the NCASFAA Executive Board has decided to change the Sponsorship Policy for 2010-2011 with some options which will be to your benefit. The NCASFAA **Sponsorship Policy** is attached for you to review. Please note the changes that we made to reflect the Professional Affiliates opportunity to support NCASFAA in all its training efforts for their membership. Training will be the focus of all opportunities made available to Professional Affiliates activities.

**2010-2011 Training Opportunities:**

Fall One Day Workshop at UNCG (November 2010)  
Webinars offered throughout the year  
New Aid Officers training  
Support Staff training  
Annual Conference (Spring 2011)  
**Hilton Wilmington Riverside**  
**Wilmington, NC**  
**April 18-20, 2011**

Once you have had an opportunity to review the new Sponsorship Options and if you have any questions or concerns, please feel free to contact me.

- There will be no individually sponsored activities during any scheduled events conducted by NCASFAA. (This was initially approved by all the NCASFAA Vendors at the spring 2007 conference.)
- There will be four levels of support being offered this year:
  - o Platinum Level - \$2500 and above (See attached Sponsorship Options)
  - o Gold Level - \$2000-\$2499 (See attached Sponsorship Options)
  - o Silver Level - \$1500-\$1999 (See attached Sponsorship Options)
  - o Bronze Level - \$1499-\$500 (See attached Sponsorship Options)
- NCASFAA membership and Conference Registration is not required to be a Professional Affiliate. But, Association membership is required to serve on any NCASFAA committee.
- All Professional Affiliates wishing to be an Association Member of NCASFAA must pay the yearly Membership Fee as stated in Article IV, Section 2 of the NCASFAA Bylaws.
- All Professional Affiliates wanting to attend conference sessions, meals, and other functions must complete the NCASFAA Conference Registration Form and pay the NCASFAA conference registration fee.
- **Registered Platinum Level Professional Affiliates who pay their exhibitor fee by a priority date of October 5, 2010, will be placed in a lottery for prime exhibit table location in the Exhibitor area during the Spring Conference. The remaining Platinum**

**Level Professional Affiliates who pay their exhibitor fee after the priority date will be placed in a separate lottery for the remaining Platinum Level table locations in the Exhibitor area.**

**Registered Gold, Silver and Bronze Level Professional Affiliates exhibit tables will be assigned based on the date of their paid registration on a first come, first serve basis for the remaining Exhibit space after the Platinum Level tables have been assigned.**

Please note that there will no longer be comped NCASFAA Membership Fees or Conference Registration Fees. All Professional Affiliates wishing to be members of NCASFAA and attend conference functions such as sessions and meals must pay the associated fee. This is for the protection of the Professional Affiliates as well as NCASFAA. The Executive Board hopes that a majority, if not all, of our Professional Affiliates will continue to be members and attend the conference events and meals.

There will still be breaks during the association's conferences. Those breaks will be located in the Exhibitor Area, in addition to other special activities or promotions during the conference. There should still be plenty of traffic in the Exhibitor Area during the conferences.

Please complete and e-mail or fax the attached Exhibitor Form **by September 25, 2010 or earlier**. My e-mail address and fax number are listed below.

**THANK YOU** in advance for your continued support of NCASFAA. Please let me know if you have questions or suggestions.

Sincerely,

Janet Sain  
2010-2011 NCASFAA Professional Affiliates Chair  
Asst Vice President & Account Executive, SunTrust Education Loans  
644 Doe Run Drive  
Kernersville, NC 27284  
PHONE: (336) 831-3137  
FAX: (413) 376-2850  
EMail: [janet.sain@suntrust.com](mailto:janet.sain@suntrust.com)

## NCASFAA 2010-2011 Professional Affiliates Form

### **Professional Affiliates Information** (please print neatly or type)

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Names and e-mail addresses of associates you want on the Professional Affiliates Committee mailing list:

\_\_\_\_\_

\_\_\_\_\_

### **Professional Affiliates Levels**

We would like to support NCASFAA training opportunities at the following Level:

\_\_\_\_\_ **Platinum Level \$2500 and above**

- Co-Sponsor Fall Workshop for 2010-2011-scheduled for Nov 2010 (1<sup>st</sup> three will be utilized and will have the option of setting up an informational table)
- Booth at Annual Conference
- Priority location based on receipt of full payment by October 5, 2010
- Sponsor and/or Present a training webinar for 2010-2011(topic to be determined in conjunction with the assigned NCASFAA Committee)
- Online Conference Support Recognition with logo, URL and contact info
- Full page ad in Conference Program
- Provide brochures/flyers at all NCASFAA Training Activities
- Full page ad in all newsletters
- Permitted to be at all NCASFAA Training Activities for 2010-2011 at no charge except conference (for example, Support Staff, New Aid Officers, Mid-Level, etc)
- May Present/Moderate at the request of NCASFAA Committees providing training activities

\_\_\_\_\_ **Gold Level \$2000-\$2499**

- Booth at Annual Conference
- Sponsor and/or Present a training webinar for 2010-2011(topic to be determined in conjunction with the assigned NCASFAA Committee)
- Online Conference Support Recognition with URL and contact info
- ½ page ad in Conference Program
- Provide brochures/flyers at all NCASFAA Training Activities
- ½ page ad in three newsletters
- Permitted to be at all NCASFAA Training Activities for 2010-2011 at no charge except conference (for example, Support Staff, New Aid Officers, Mid-Level, etc)
- May Present/Moderate at the request of NCASFAA Committees providing training activities

\_\_\_\_\_ **Silver Level \$1500-\$1999**

- Booth at Annual Conference
- Online Conference Support Recognition with contact info
- ½ page ad in Conference Program
- ½ page ad in two newsletters
- Brochures/Flyers at Conference only
- May Present/Moderate at the request of NCASF AA Committees providing training activities

\_\_\_\_\_ **Bronze Level \$1499-\$500**

- ½ page ad in Conference Program
- ½ page ad in one newsletter
- Brochures/Flyers at Conference only
- May Present/Moderate at the request of NCASF AA Committees providing training activities

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**Please e-mail or fax a copy of the NCASF AA 2010-2011 Professional Affiliates Form by September 25, 2010 or earlier to:**

**Janet Sain**  
**NCASF AA Professional Affiliates Chair**  
**Fax: (413-376-2850) or E-mail at: [janet.sain@suntrust.com](mailto:janet.sain@suntrust.com)**

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**Make a copy of your NCASF AA 2010-2011 Professional Affiliates Form and mail it along with your check payable to NCASF AA by the PRIORITY DATE OF October 5, 2010 to:**

**Teresa Williams**  
**NCASF AA Treasurer**  
**PO Box 923**  
**Wingate, NC 28174-8289**  
**Fax: (704) 233-9396**

**Payment Information:** Check enclosed \_\_\_\_\_ Check will follow \_\_\_\_\_ Invoice required \_\_\_\_\_

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Organization  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## **NCASFAA Professional Affiliates Policy**

### **GENERAL GUIDELINES:**

1. The NCASFAA President shall appoint the Professional Affiliates Committee Chairperson. The Chairperson shall work closely with the Budget and Finance Committee Chairperson, the NCASFAA Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.
2. Professional Affiliates shall be established for the NCASFAA fiscal year, July 1 – June 30.
3. There will be no individually sponsored activities during any scheduled events conducted by NCASFAA.
4. Previous and potential Professional Affiliates will be sent the NCASFAA Professional Affiliates Form in the summer of each year.
5. There will be four levels of support as described below for 2010-2011 (**please note fees are non-refundable**):

### **Platinum Level \$2500 and above**

- Co-Sponsor Fall Workshop for 2010-2011-scheduled for Nov 2010 (1<sup>st</sup> three will be utilized and will have the option of setting up an informational table)
- Booth at Annual Conference
- Priority location based on receipt of full payment by Sept 30, 2010
- Sponsor and/or Present a training webinar for 2010-2011(topic to be determined in conjunction with the assigned NCASFAA Committee)
- Online Conference Support Recognition with logo, URL and contact info
- Full page ad in Conference Program
- Provide brochures/flyers at all NCASFAA Training Activities
- Full page ad in all newsletters
- Permitted to be at all NCASFAA Training Activities for 2010-2011 at no charge except conference (for example, Support Staff, New Aid Officers, Mid-Level, etc)
- May Present/Moderate at the request of NCASFAA Committees providing training activities

### **Gold Level-\$2000-\$2499**

- Booth at Annual Conference
- Sponsor and/or Present a training webinar for 2010-2011(topic to be determined in conjunction with the assigned NCASFAA Committee)
- Online Conference Support Recognition with URL and contact info
- ½ page ad in Conference Program
- Provide brochures/flyers at all NCASFAA Training Activities

- ½ page ad in three newsletters
- Permitted to be at all NCASF AA Training Activities for 2010-2011 at no charge except conference (for example, Support Staff, New Aid Officers, Mid-Level, etc)
- May Present/Moderate at the request of NCASF AA Committees providing training activities

**Silver Level-\$1500-\$1999**

- Booth at Annual Conference
- Online Conference Support Recognition with contact info
- ½ page ad in Conference Program
- ½ page ad in two newsletters
- Brochures/Flyers at Conference only
- May Present/Moderate at the request of NCASF AA Committees providing training activities

**Bronze Level-\$1499-\$500**

- ½ page ad in Conference Program
- ½ page ad in one newsletter
- Brochures/Flyers at Conference only
- May Present/Moderate at the request of NCASF AA Committees providing training activities

6. NCASF AA membership and Conference Registration is not required to be a Professional Affiliate. Association membership is required to serve on any NCASF AA committee.
7. All Professional Affiliates wishing to be an Association Member of NCASF AA must pay the yearly Membership Fee as stated in Article IV, Section 2 of the NCASF AA Bylaws.
8. All Professional Affiliates wanting to attend conference sessions, meals, and all other conference functions must complete the NCASF AA Conference Registration Form and pay the NCASF AA conference registration fee.
9. All fees must be paid to the NCASF AA Treasurer **by September 30th**, unless other arrangements have been made with the Professional Affiliates Chairperson.
10. Platinum Level Professional Affiliates whom pay their Fee by a priority date of **September 30th**, will be placed in a lottery for prime exhibit table location in the Exhibitor area during the Annual Conference.  
  
All other exhibit tables will be assigned based on the date of their paid Fee on a first come, first serve basis for the remaining Exhibit space after the Platinum Level tables have been assigned.
11. Ad sizes in b/w jpeg for the NCASF AA Newsletters and Conference Program will be determined by the level of support paid.
12. No random drawings for prizes will be allowed during any NCASF AA sponsored event or activity. Items or giveaways of nominal value (\$10 or less) are allowed at the conference Exhibitor's tables.
13. In the event of a merger between two or more Professional Affiliates during the NCASF AA fiscal year. No refund of the Fee to the no longer existing Professional Affiliate will occur.

14. The Executive Board reserves the right to deny a Professional Affiliate the opportunity to pay for exhibitor space at the association conferences. Generally, this would occur when a Professional Affiliates appears, by action and/or words, to not be in concert with the Association's goals and objectives.

**Revised 8/15/10**