

## **BC Section SAE Student Team Sponsorship Guidelines**

Note: Students on the team requesting sponsorship must be registered SAE student members.

1. **Submission Deadline.**  
All submission must be received by the Vice-chair Student Activities (Martin Davy, UBC Mechanical Engineering Dept.) by January 13, 2006.
2. **Cover Letter**  
The cover letter serves to introduce your team, your competition and how it relates to SAE's goals of mobility enhancement. The letter should also include team history and performance at past competitions.
3. **Team Organization Chart**  
The organization chart should include names of primary team leaders, their responsibilities and contact information. The chart should also include the names and contact information for any faculty advisors.
4. **Team Goals and Budget**  
This is a written section that outlines the team goals for the upcoming year. The budget should provide reasonable estimates of expenses showing where sponsorship monies are being spent.
5. **Final Report**  
A final, summary report is requested that would detail the team's successes and recommendations for future competitions. The report is due to the BC Section SAE after the competition. This report is crucial if funding support is to be continued in subsequent years.

Martin Davy  
Department of Mechanical Engineering  
University of British Columbia  
2054-6250 Applied Science Lane  
V6T 1Z4

[davy@mech.ubc.ca](mailto:davy@mech.ubc.ca)