

**From:** [Rebecca Weitzel](#)  
**To:** [Hilltoppers](#)  
**Subject:** NEW Sponsorship Request Process Now Available!  
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Hi Hilltoppers,

### **Did you know?**

Hilltop budgets dollars every year to support other non-profits and worthy causes in our communities. In the past, we didn't have a great process for you to make such requests.

### **But we've fixed that!**

We're excited to announce our new, digital [sponsorship request](#) process--now live and ready for you to use!

### **Here's what you need to know:**

- You can request Hilltop sponsorship for community events or worthy causes using the new Sponsorship Request form: [Sponsorship Request \(office.com\)](#)
- Don't wait until the last minute! You'll need plenty of time to gather all of the necessary information, complete the form, and get a decision well before the event or deadline.
- Requests of \$250 or less will be reviewed/approved by your Operations Leader.
- Requests between \$251 and \$2,500 will go to your senior leader.
- Requests over \$2,500 will be reviewed by Mike and Will, our CEO and President
- Once approved, requests will automatically go to purchasing for payment processing and to marketing for awareness.
- There is a limited budget for the year, so get your requests in early!

You can also find the [Sponsorship Request](#) form on the Hilltoppers page under "Employee Resources."

If you have any questions or need assistance, please don't hesitate to reach out.

Thank you!

PS – A big THANK YOU to **Jocelyn Malpica**, our Business Information Analyst, **Angie Eustice**, **Nathan Oberle**, **Tracy Louis-Marie**, **Mike Stahl**, and support from **the IT team**

for helping us create this new process!

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