



ASSOCIATION OF LEGAL ADMINISTRATORS

November 17, 2008

The Association of Legal Administrators (ALA) is a worldwide organization formed in 1971 to provide personal and professional growth and educational and networking opportunities to administrative managers of law firms, corporate legal departments and government legal agencies. ALA provides services to more than 9,000 members representing more than 5,300 employers in 28 countries. ALA is structured into six regions with more than 100 chapters in the United States, Puerto Rico, Canada and New Zealand.

The Alamo Chapter of the association of Legal Administrators is grateful for the support that legal industry consultants, suppliers and vendors offer to our Association. You provide a vital service to our varied law firms. To help foster stronger working relationships between our chapter and the vendor community, we are pleased to invite you to join our 2008 –2009 Business Partner Sponsorship Program.

Effective January 1, 2009, we are offering one year sponsorships at the following levels:

Platinum Level – Three sponsorships at this level @ \$3,000

Gold Level – Five sponsorships at this level @ \$2,000

Silver Level – Five sponsorships at this level @ \$1,000

Bronze Level – Twenty sponsorships at this level @ \$500

Attached is a listing detailing all the benefits of each level of sponsorship. We hope that you will give serious consideration to supporting our organization in this manner and that you will find this approach as beneficial as we believe it will be for both you, as a potential Business Partner, and to the Alamo Chapter. Here are some program details:

- Sponsorships will be awarded on December 22, 2008. A Business Partner Sponsorship Commitment form is enclosed.
- All commitment forms received on or before 5:00 P.M. on Monday, December 22, 2008, will be held and processed at the same time.
- In the event that multiple organizations submit payments for the same sponsorship on or before this date, a drawing will be held to determine which Business Partner will be awarded that specific opportunity.
- In the event your name is not drawn, every effort will be made to award your second or subsequent choice. Refunds will be awarded, if necessary.
- All participants will be notified no later than December 29, 2008 of their confirmed sponsorship.
- Sponsorship opportunities will still be available after December 22, 2008, but will be handled on a first-come, first-served basis with drawings being held if multiple commitment forms are received on the same day for the same opportunity. Sponsorships are for a calendar year basis and are not prorated.

If you are a current Business Partner, we thank you very much for supporting the Alamo Chapter in the past. If you are considering becoming a new Business Partner, we look forward to welcoming you. If you have any questions about any of the above, please feel free to call any member of the Business Partner Committee of our chapter.

Sincerely,

The Business Partner Sponsorship Committee

Tracy Aguilar
Strasburger & Price, LLP
210.250.6023

Tom Shaw
Cacheaux, Cavazos & Newton, L.L.P.
210.244.0222



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Alamo Chapter 2009 Business Partner Sponsorship Levels

Platinum (\$3,000) (Number available – 3)

- Attendance by 2 representatives and recognition (plaque presentation) at the annual Managing Partner's Luncheon in February of 2010 (this is after the completion of the sponsorship year; a "look-back appreciation" ceremony).
- Attendance by 2 representatives at the annual chapter Holiday Luncheon
- Attendance by 2 representatives at one Chapter Luncheon during the year
 - Platinum Level Sponsors are invited to provide the speaker at this event, if they choose – topic to be approved by the Board
- Attendance by 2 representatives at Chapter social events
- Invitation to participate in Chapter Community Challenge charity event
- Logo and link on the first page of the Chapter website
- Password to the Chapter's online membership directory
- Listing in the Chapter's online vendor directory

Gold (\$2,000) (Number available – 5)

- Attendance by 1 representative at the annual Chapter Holiday Luncheon
- Attendance by 1 representative at one Chapter Luncheon during the year
- Attendance by 1 representative at Chapter social events
- Invitation to participate in Chapter Community Challenge charity event
- Logo and link on the first page of the Chapter website
- Password to the Chapter's online membership directory
- Listing in the Chapter's online vendor directory

Silver (\$1,000) (Number available – 5)

- Attendance by 1 representative at one Chapter luncheon during the year
- Attendance by 1 representative at Chapter social events
- Logo and link on the first page of the Chapter website
- Password to the Chapter's online membership directory
- Listing in the Chapter's online vendor directory

Bronze (\$500) (Number available – 20)

- Attendance by 1 representative at Chapter social events
- Password to the Chapter's online membership directory
- Listing in the Chapter's online vendor directory



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Business Partner Sponsorship Commitment

Yes, we are interested in supporting the Alamo Chapter. Please sign us up for the sponsorship level indicated below:

- | First Choice | Second Choice | |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Platinum Sponsor (\$3,000) |
| <input type="checkbox"/> | <input type="checkbox"/> | Gold Sponsor (\$2,000) |
| <input type="checkbox"/> | <input type="checkbox"/> | Silver Sponsor (\$1,000) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bronze Sponsor (\$500) |

Contact Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Industry: _____

How would you like to pay?

- One lump sum in January 2009
- Two equal payments (January and April, 2009)
- Four quarterly payments (January, April, July, October, 2009)

After indicating your choices, please send this form (e-mail attachment or fax) to:

Tom Shaw

tshaw@ccn-law.com

210.222.2453 (fax)