



P.O. Box 46
Kotzebue, AK 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Public Works
(907) 442-3401

Internal Use Only
Date Received By:

Donation Request Cover Sheet

Thank you for submitting a donation request to the City of Kotzebue City Council Meeting. Please note that the city council meetings are on the third Thursday of each month unless otherwise stated. Donation letters received between council meetings will be reviewed and submitted at the following council meeting. It is encouraged that residents submit donations letters early in advance to meet their deadlines. In addition, it is encouraged that a representative be present at the city council meeting that will review their request.

Organization Name: On Time Sports, LLC.

Address: 214 S. Cole Rd Boise, ID 83709

Name of Project Lead: melissa Biser

Email: Cr@ontimesportsco.com

Phone Number: 208.900.0164

Project Title or Event: Game Day T-Shirts for Tikigag School

Requested Dollar Amount: \$ 299-\$1200

Brief Description of Project or Event:

We gather Sponsors to feature on the game day shirts.
It helps Tikigag Schools with free t-shirts and
a rebate check each season.

Document Checklist:

- ☐ Cover Letter
- ☐ Annual or Project Budget
- ☐ Audit and W-9
- ☐ Donations or other funding amounts applied for or received
- ☐ Other Supporting Documents

From: [On Time Sports](#)
To: [Donald Jones](#)
Subject: Promotional Shirts for Tikigaq School-AK
Date: Tuesday, April 15, 2025 1:43:55 PM
Attachments: [2025 W-9 \(3\).pdf](#)
[doc13566920250415163454.pdf](#)

Hello Donald,

I'm reaching out to you regarding the sponsorship you do for Tikigaq School-AK. Thank you for your previous support. We are currently working on putting together their promotional t-shirts for the upcoming **Fall** season. The shirts go out to a wide variety of people such as athletes, faculty, and spectators at the home games/events.

Your sponsorship/advertisement helps provide them with the t-shirts for free as well as extra funds they can use for their athletic programs. Last time you did a **4x4"** space for \$499. I wanted to make sure we can count on you as a proud sponsor for Tikigaq School-AK this coming season.

I also wanted to include information about our corporate sponsorship. We do this 3 times a year for the kids. This is currently for the Fall season, then we will do the Winter season, and finish out with the Spring season. We do offer a multi-season discount down to \$449 per season, for a total of \$1347 for the year, and we will separate the billing into 3 payments so it isn't all due at one time. It lets us know we can count on you as a proud sponsor for the year, as well as saves you \$150 over the course of the year.

Thank you for all the support you do. We appreciate you!

Please let me know if you have any questions or concerns.



Melissa B.

(208) 900-0164

Sponsorship Coordinator

ontimesportsco.com

"Your Source for High School Sports Promotions"

OTS Logo

