



2009-10 DEPARTMENT SPONSORSHIP APPLICATION

Parking permits for commuter ("A" and "C") parking spaces are only available to those who work or are enrolled at Stanford (i.e., non-resident Stanford students and university and hospital employees). Individuals sponsored by a university department or campus organization may also apply for a permit with this completed sponsorship form.

In addition, sponsored employees may be eligible to enroll in the Stanford Commute Club if they choose not to purchase a monthly or long-term Stanford permit and if they meet the eligibility requirements specified at transportation.stanford.edu/commuteclub.

To apply for the Commute Club or for a parking permit as a sponsored employee, the sponsoring department must fully complete this sponsorship form.

Please note:

- Fraudulent applications are subject to disciplinary action up to and including termination of employment or expulsion.
- The "Manager/Supervisor" section must be completed by the applicant's supervisor (not by the applicant) or the application will be considered invalid.
- A completed parking permit application and photo ID are also required for permits.
- A completed Commute Club application is also required to enroll in the Commute Club.
- A Commute Club/Clean Air Cash or Carpool audit occurs every quarter.

IMPORTANT: THIS FORM MUST BE RENEWED ANNUALLY ON SEPTEMBER 1, AND P&TS MUST BE NOTIFIED IF THE SPONSORSHIP CHANGES OR ENDS PREMATURELY.

NEED CONFERENCE OR EVENT PARKING? Don't use this form! Send an email to: specialeventsparking@stanford.edu

WHOM ARE YOU SPONSORING? (All sections must be completed)

Name (Last name, First name)	Driver's license # and expiration date (only required if applying for a parking permit)
Email address	Phone

SPONSOR'S INFORMATION

Name of manager/supervisor	Date
Title	Stanford/Hospital ID
Email address	Campus phone (required)
Name of sponsoring department or on-campus organization	Worksite address

THIS SECTION MUST BE COMPLETED BY MANAGER/SUPERVISOR

Date applicant began work or study at Stanford	Applicant's work hours example: 8am - 5pm	Su	M	T	W	Th	F	Sa
Does applicant work or study at Stanford at least 20 hours per week between 8am and 5pm? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant works or studies 20 hours or more per week for each of these months: <input type="checkbox"/> September <input type="checkbox"/> December <input type="checkbox"/> March <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> November <input type="checkbox"/> February <input type="checkbox"/> May <input type="checkbox"/> August							
<input type="checkbox"/> Temporary employee/other <input type="checkbox"/> Visiting scholar <input type="checkbox"/> Volunteer	I certify that this person is formally affiliated with my department or organization. X _____ Signature of MANAGER/SUPERVISOR							

DEPARTMENT SPONSORSHIP

Revised 7/09