

CIRCLING RAVEN SPONSORSHIP AGREEMENT

A fillable sponsor commitment form built to capture payment details, benefits, approvals, marketing assets, and compliance notes in one workflow.

Circling Raven Golf Club | August 31, 2026 | 12:00 PM Tee Time



Use this agreement to confirm the sponsor commitment and trigger fulfillment.

This form is intentionally structured to streamline invoicing, donor acknowledgment, sponsor recognition, signage, social media, event logistics, and post-event stewardship.

01 SPONSOR INFORMATION

LEGAL SPONSOR NAME

DISPLAY NAME FOR RECOGNITION

PRIMARY CONTACT

TITLE

EMAIL

PHONE

BILLING CONTACT

BILLING EMAIL

MAILING ADDRESS

CITY / STATE / ZIP

WEBSITE

SPONSOR TYPE

Corporate / business

Foundation

Small business

Individual / family

In-kind sponsor

Media partner

Custom / other

PURPOSE OF SPONSORSHIP

Proceeds support the Trufant Family Scholarship Fund at Believe in Me, helping provide scholarships, mentorship, and student support for young people pursuing education beyond high school.

02

SPONSORSHIP PACKAGE AND PAYMENT

SPONSOR LEVEL SELECTOR - ACROBAT AUTO-FILL

Open in Adobe Acrobat. When a sponsor level is selected, suggested package details, benefit notes, recognition channels, golfer spots, and finance review fields auto-populate. All fields remain editable before signing.

PACKAGE CATEGORY - AUTO-CHECKS WHEN A LEVEL IS SELECTED

- Ace
- Birdie
- Sign Only
- Other
- Albatross
- Par
- Foursome
- Eagle
- Bogey
- In-kind / custom

PACKAGE NAME / LEVEL	CASH SPONSORSHIP AMOUNT	IN-KIND FAIR MARKET VALUE
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TOTAL COMMITMENT	PAYMENT DUE DATE	REQUESTED INVOICE DATE
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PAYMENT METHOD

- Check
- ACH / bank transfer
- Credit card / Givebutter
- Please invoice us

PO NUMBER, IF NEEDED	INVOICE EMAIL	ACCOUNTS PAYABLE NOTES
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BENEFITS PROMISED / SPONSOR PACKAGE SUMMARY

CUSTOM TERMS, RESTRICTIONS, OR FULFILLMENT NOTES

REVENUE AND RECEIPTING NOTE

For sponsor payments that include goods or services such as golfer spots, meals, advertising, or VIP benefits, Believe in Me should document the good-faith fair market value of the benefits provided and issue any required acknowledgment language.

03

RECOGNITION BENEFITS TO FULFILL

PUBLIC SPONSOR RECOGNITION DETAILS AND NOTES

[Empty text box for public sponsor recognition details and notes]

RECOGNITION CHANNELS

- Website / sponsor page
- Social media post
- Email newsletter
- Event signage
- Tee / hole sign
- Golf cart signage
- Printed program
- Emcee thank-you
- Golfer gift / bag insert
- Press release
- Onsite table / activation
- Other

OTHER RECOGNITION DETAIL / SPONSOR COPY FOR PROGRAM, WEBSITE, OR EMCEE SCRIPT

[Empty text box for other recognition detail / sponsor copy for program, website, or emcee script]

INTERNAL BENEFIT OWNER

BENEFIT DUE DATE

APPROVAL STATUS

[Horizontal line for internal benefit owner, benefit due date, and approval status]

SPONSOR FULFILLMENT CONTROL

Use this page to align the promised sponsorship benefits with actual fulfillment tasks. Do not promise benefit language or placement that has not been approved, budgeted, and assigned to an owner.

04

MARKETING ASSETS AND PERMISSIONS

EXACT SPONSOR NAME FOR MARKETING

LOGO FILE LINK / UPLOAD LOCATION

PREFERRED SPONSOR URL

TRACKING / UTM URL, IF ANY

FACEBOOK

INSTAGRAM

LINKEDIN

OTHER SOCIAL

SHORT SPONSOR BLURB - 50 WORDS OR LESS

OPTIONAL SPONSOR QUOTE FOR PRESS, EMAIL, OR SOCIAL MEDIA

MARKETING APPROVAL CONTACT

APPROVAL EMAIL

ASSET DUE DATE

MARKETING PERMISSIONS

Use sponsor logo/name in event promotion

Link to sponsor website

Tag sponsor on social media

Use photos/video including sponsor signage

Include sponsor in press or media outreach

Include sponsor in post-event recap

Sponsor contact may receive event/donor marketing emails

Do not publicly recognize sponsor

MARKETING WORKFLOW TIP

Collect logo, URL, social handles, approval contact, and quote at signing. This prevents delays in sponsor announcements, signage, web updates, and post-event stewardship.

05

PLAYER SPOTS AND GOLFER ROSTER

PLAYER SPOTS INCLUDED

TEAM CAPTAIN NAME

TEAM CAPTAIN EMAIL

GOLFER ROSTER

GOLFER NAME	EMAIL	PHONE	DIETARY NEEDS

ADDITIONAL GOLFERS OR SUBSTITUTIONS

Empty text box for additional golfers or substitutions.

DIETARY, ACCESSIBILITY, OR GUEST NOTES

Empty text box for dietary, accessibility, or guest notes.

ROSTER DUE DATE

ROSTER CONTACT

ROSTER CONTACT EMAIL

Horizontal line for roster due date, contact, and email.

ROSTER DEADLINE

Collect player names and dietary needs early so the event team can finalize registration lists, meal counts, player communications, and onsite check-in materials.

06

DAY-OF LOGISTICS AND IN-KIND SUPPORT

ONSITE SPONSOR CONTACT

ONSITE PHONE

ESTIMATED ARRIVAL TIME

ONSITE NEEDS

- Table
- Chairs
- Tent / canopy
- Power
- Wi-Fi
- Reserved parking
- Storage
- Shipping / receiving
- Product sampling
- Golfer bag insert
- Certificate of insurance
- Other

ACTIVATION / DISPLAY DESCRIPTION, DIMENSIONS, SHIPPING DETAILS, OR SPECIAL REQUIREMENTS

INCLUDED IN-KIND ITEMS, GOLFER GIFTS, RAFFLE PRIZES, AUCTION ITEMS, COUPONS, OR SERVICES

DELIVERY METHOD

DELIVERY CONTACT

DELIVERY DEADLINE

DAY-OF COORDINATION

Confirm onsite needs, shipping, insurance, product sampling, and activation details early so signage, hospitality, volunteer instructions, and sponsor load-in can be finalized.

07

TAX, SPONSORSHIP, AND APPROVAL REVIEW

GROSS SPONSOR PAYMENT

GOOD-FAITH FMV OF BENEFITS

ESTIMATED CHARITABLE PORTION

RECEIPT / ACKNOWLEDGMENT EMAIL

RECEIPT NEEDED BY

FINANCE REVIEWER

TAX ACKNOWLEDGMENT LANGUAGE

Sponsor acknowledges that the deductible amount of any contribution may be limited to the excess of the amount contributed over the fair market value of goods or services received. Believe in Me will provide a good-faith estimate when applicable. Sponsor should consult its own tax advisor.

SPONSORSHIP VS. ADVERTISING REVIEW

- Recognition limited to sponsor name, logo, location, value-neutral description, or link
No comparative or qualitative claims
No pricing, discount, or savings claims
No call to purchase, buy, sell, visit, or use services
No endorsement or inducement language
Exclusivity requested - finance/legal review needed
Advertising benefits included - UBIT/revenue coding review needed
Reviewed and approved for fulfillment

FINANCE, LEGAL, OR COMPLIANCE NOTES

Empty box for notes

08

AGREEMENT TERMS

Sponsor agrees to provide the sponsorship payment, in-kind contribution, or services described in this agreement. Believe in Me agrees to provide the recognition benefits described, subject to asset deadlines, event logistics, space, and content approval.

Unless expressly stated in writing, sponsorship is non-exclusive and does not constitute an endorsement by Believe in Me, Marcus Trufant, the Trufant Family Scholarship Fund, Circling Raven Golf Club, or event partners.

Sponsor grants Believe in Me a non-exclusive, royalty-free permission to use sponsor name, logo, marks, URLs, quotes, and approved materials for event promotion, sponsor recognition, donor stewardship, post-event recaps, and archival event materials.

Sponsor represents that materials it provides are accurate, lawful, and do not infringe the rights of others. Believe in Me may reject or request revisions to sponsor materials that are inconsistent with its mission, brand, policies, or applicable law.

If the event is modified, postponed, or canceled due to circumstances outside reasonable control, Believe in Me will make a good-faith effort to deliver comparable recognition or apply the net sponsorship as charitable support unless another written arrangement is approved.

09

AUTHORIZATION

SPONSOR AUTHORIZED REPRESENTATIVE NAME

TITLE

SPONSOR SIGNATURE - TYPE NAME IF SIGNING ELECTRONICALLY

DATE

BELIEVE IN ME AUTHORIZED REPRESENTATIVE NAME

TITLE

BELIEVE IN ME SIGNATURE - TYPE NAME IF SIGNING ELECTRONICALLY

DATE

EXECUTION NOTE

This agreement may be signed electronically. A completed form, email confirmation, invoice payment, or online sponsorship checkout may be used by Believe in Me to confirm the sponsor commitment and trigger fulfillment.

10

INTERNAL FULFILLMENT CHECKLIST

OFFICE USE ONLY

- Create/update sponsor in CRM
- Payment received
- Logo and assets received
- Social post scheduled
- Signage proof created
- Golfer roster received
- Program listing added
- Thank-you sent
- Invoice sent
- Tax receipt / acknowledgment sent
- Website/sponsor page updated
- Email recognition scheduled
- Sponsor approved signage proof
- Day-of activation briefed
- Emcee script updated
- Post-event recap sent

INTERNAL OWNER

FULFILLMENT DUE DATE

CRM / SALESFORCE LINK

INTERNAL NOTES AND FOLLOW-UP ACTIONS

Sponsor page

