

# Sponsorship Proposal Form

CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_ PHONE # \_\_\_\_\_

SPONSOR CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_

**\*\*ALL ACTIVITIES MUST BE APPROVED PRIOR TO ANY ACTION TAKEN!\*\*  
\*\*THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE ASSISTANT  
DIRECTOR OF SPORT CLUBS AT LEAST 2 WEEKS PRIOR TO THE SPONSORSHIP.\*\***

1. What is the club obligated to do for the sponsor (Include dates, times, location(s), length of obligations; please be as specific as possible)? \_\_\_\_\_

\_\_\_\_\_

2. What is the sponsor offering in return (Include dates, times, length of obligations; please be as specific as possible)? \_\_\_\_\_

\_\_\_\_\_

3. What will the donation be used for? \_\_\_\_\_

\_\_\_\_\_

4. Will UNT have to enter into a contract (If so we need to research all contractual agreements UNT is currently in so we do not breach another contract by entering another.)? \_\_\_\_\_

\_\_\_\_\_

5. Are there any overhead costs involved (If yes please provide a breakdown and explanation of the costs on the back of this page or on an additional sheet.)? \_\_\_\_\_

\_\_\_\_\_

6. If any money is handled, how will this be handled (Explain who will be collecting money and where it will be deposited.)? \_\_\_\_\_

\_\_\_\_\_

Comments/Notes/Concerns \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: All sponsorships must be approved prior to acceptance.**

LIST OF INCOME/EXPENDITURES OF FUND RAISING PROJECT (Attach an additional page if necessary)

<i>ITEM</i>	<i>DESCRIPTION/PURPOSE</i>	<i>COST</i>
EXPENDITURES:		\$
EXPENDITURES:		\$
EXPENDITURES:		\$
EXPENDITURES:		\$
OTHER:		\$
OTHER:		\$
OTHER:		\$
OTHER:		\$
GUARANTEED INCOME:		\$
POSSIBLE ADDITIONAL INCOME:		\$
POSSIBLE NET INCOME:		\$

By signing below, I acknowledge that the information presented is accurate to my knowledge. I also realize that I may be contacted for additional information regarding this issue.

Student Leader _____	Phone _____
(Print)	
Email _____	
Student Leader _____	Date _____
(Signature)	

<b><i>**For Office Use Only**</i></b>	
Asst. Dir. of Sport Clubs _____	Date _____
(Signature)	