

School Sponsorship Package Worksheet

Create a proposed package from benefits your School can confirm, deliver and review.

Use this worksheet for private, independent and faith-based Pre-K-12 or K-12 sponsorship programs. Complete it offline without an account. Keep uncertain information blank or mark it unresolved rather than guessing.

This worksheet prepares a proposed package. It is not an Agreement, an approval, a valuation, a promise of results or evidence that any benefit was delivered. The School's authorized decision-maker must approve the actual offer and terms.

Package identity

Field	School entry
Package name Field ID package.name	Proposed name
Package version Field ID package.version	School-controlled version
Program or campus Field ID package.program_campus	Program, event, team, initiative or campus
Proposed term Field ID package.proposed_term	Start and end dates or named period
Package owner Field ID package.owner	Authorized School owner
Current state Field ID package.state	Draft, review required, approved to offer or unresolved

Benefit inventory

Create one section per distinct benefit. Define the unit, quantity, channel or location, timing, capacity and delivery support. Do not combine unrelated facts or imply School-wide scope from an event-specific offer.

Benefit 1

Field	School entry
Benefit name Field ID benefit.1.name	Specific benefit
Unit Field ID benefit.1.unit	What counts as one delivered unit
Quantity Field ID benefit.1.quantity	Proposed quantity
Location or channel Field ID benefit.1.location_channel	Named placement, publication, event or channel
Period or dates Field ID benefit.1.period_dates	Exact date, deadline or defined period
Available capacity Field ID benefit.1.available_capacity	Confirmed capacity or unresolved
Delivery owner Field ID benefit.1.delivery_owner	Person or role responsible
Backup owner Field ID benefit.1.backup_owner	Named backup or unresolved
Conditions Field ID benefit.1.conditions	Artwork, approval, deadline or other delivery condition
Evidence requirement Field ID benefit.1.evidence_requirement	Material that could support later review

Benefit 2

Field	School entry
Benefit name Field ID benefit.2.name	Specific benefit
Unit Field ID benefit.2.unit	What counts as one delivered unit
Quantity Field ID benefit.2.quantity	Proposed quantity
Location or channel Field ID benefit.2.location_channel	Named placement, publication, event or channel
Period or dates Field ID benefit.2.period_dates	Exact date, deadline or defined period
Available capacity Field ID benefit.2.available_capacity	Confirmed capacity or unresolved
Delivery owner Field ID benefit.2.delivery_owner	Person or role responsible
Backup owner Field ID benefit.2.backup_owner	Named backup or unresolved
Conditions Field ID benefit.2.conditions	Artwork, approval, deadline or other delivery condition
Evidence requirement Field ID benefit.2.evidence_requirement	Material that could support later review

Benefit 3

Field	School entry
Benefit name Field ID benefit.3.name	Specific benefit
Unit Field ID benefit.3.unit	What counts as one delivered unit
Quantity Field ID benefit.3.quantity	Proposed quantity
Location or channel Field ID benefit.3.location_channel	Named placement, publication, event or channel
Period or dates Field ID benefit.3.period_dates	Exact date, deadline or defined period
Available capacity Field ID benefit.3.available_capacity	Confirmed capacity or unresolved
Delivery owner Field ID benefit.3.delivery_owner	Person or role responsible
Backup owner Field ID benefit.3.backup_owner	Named backup or unresolved
Conditions Field ID benefit.3.conditions	Artwork, approval, deadline or other delivery condition
Evidence requirement Field ID benefit.3.evidence_requirement	Material that could support later review

Capacity and commercial review

Confirm that the same inventory is not promised twice. Keep exclusivity separate and define its category, program, campus and period. Record assumptions; do not manufacture market rates, audience estimates or promised return.

Field	School entry
Capacity checked by Field ID capacity.checked_by	Authorized person who confirmed availability
Capacity checked at Field ID capacity.checked_at	Date and time checked
Reservation expiry Field ID capacity.reservation_expiry	Expiry date or not reserved
Exclusivity scope Field ID capacity.exclusivity_scope	Business category, program, campus and period, or none
Proposed price Field ID commercial.proposed_price	School-approved currency and amount, or unresolved
Payment arrangements Field ID commercial.payment_arrangements	Proposed schedule or unresolved
Cost assumptions Field ID commercial.cost_assumptions	Production, installation, replacement, staff time and other inputs
Fee approved by Field ID commercial.approved_by	Authorized School decision-maker and date, or pending

Sponsor inputs and operating plan

Field	School entry
Sponsor inputs Field ID operations.sponsor_inputs	Artwork, specifications or other required inputs
Input deadlines Field ID operations.input_deadlines	Exact dates and responsible recipient
Exceptions Field ID operations.exceptions	Weather, cancellation, late inputs or proposed change process
Delivery owners Field ID operations.delivery_owners	Named owners by included benefit
Authorized reviewer Field ID operations.authorized_reviewer	Different authorized person for later Evidence review
Report recipient Field ID reporting.recipient	Intended sponsor-side recipient or role
Reporting cutoff Field ID reporting.cutoff	Period or date after which the report is prepared
Report delivery target Field ID reporting.delivery_target	Proposed delivery date
Next-term review date Field ID renewal.review_date	Proposed renewal preparation date

Review and unresolved items

A package is an offer. The accepted Agreement must record the sponsor's actual terms, including negotiated differences. Keep the accepted version and approved changes distinct from later edits to this worksheet.

Field	School entry
Unresolved fields Field ID review.unresolved_fields	List unknown, conflicting or unconfirmed items
Required follow-up Field ID review.required_follow_up	Evidence, person or decision needed
Review status Field ID review.status	Review required, revisions requested, or approved to offer
Reviewed by Field ID review.reviewed_by	Authorized School reviewer
Review date Field ID review.review_date	Date reviewed
Revision notes Field ID review.revision_notes	Changes made after review

Template identity

Field	Template value
template_publisher Field ID identity.template_publisher	VarsityProof for Schools
template_type Field ID identity.template_type	sponsorship-package-worksheet
template_version Field ID identity.template_version	1.0.0
document_schema_version Field ID identity.document_schema_version	1.0.0

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