VarsityProof | FOR SCHOOLS

Sponsorship Agreement Handoff Worksheet

Record the Agreement reference, accepted terms, benefit quantities, delivery owners, Evidence expectations and unresolved decisions. Complete this worksheet in your School's approved systems.

This is an operational planning worksheet, not a contract, legal advice or certification. Blank fields do not establish approval. Use your School's approved agreement and review process; keep submitted Evidence separate from independent verification.

How to use the worksheet

Review the four checklists, then record the Agreement reference. Complete a separate obligation record for each benefit and retain a separate record for each proposed change. Duplicate the relevant pages as needed. Keep unknown or conflicting information unresolved for the responsible reviewer.

Keep completed records and private references in your School's approved systems. No public upload, account or trial is required. Completing this document does not create or change a VarsityProof record.

1 Identify the commitment

[ ] Record the correct School and sponsor names, the relationship owner and the contacts responsible for decisions.

[ ] Identify who can approve the School's offer and who can accept for each party under the applicable process.

[ ] Record the package name, version and any negotiated differences. Keep an original reference rather than relying on the current package description alone.

[ ] State the term and the dates or events covered. Identify anything whose timing still needs agreement.

[ ] Record the agreed amount, payment schedule and the business-office reference. Keep payment status distinct from accepted terms and delivered benefits.

[ ] Mark the current stage accurately: draft, proposed, awaiting acceptance, accepted, or changed through the agreed process. Identify the acceptance record, date and accepted version when they exist.

An enthusiastic reply, an internal approval or a prepared document may be useful progress. Do not label it an accepted Agreement without the acceptance record required by your School's process.

2 Make each benefit deliverable

[ ] Describe each benefit specifically enough for someone else to carry it out: placement, format, event or activity, and any material limitations.

[ ] Give each benefit a quantity and unit. “Two social recognition posts” is more useful for operations than “social recognition.”

[ ] Check whether the School can supply the promised space, time and staff capacity, including any conflicts with other commitments.

[ ] Assign a delivery owner and date or trigger. Record dependencies such as receiving artwork or confirming an event date.

[ ] Identify required sponsor materials, their due dates, and the School review needed before use.

[ ] Define what supporting Evidence should show for each benefit. One image may support a particular delivery claim without proving every promised unit.

[ ] Identify an authorized reviewer different from the person submitting or recording the work if it is to be described as independently verified. If no such reviewer is assigned, preserve the pending or unverified state.

Use your School's existing approval process for permitted sponsor categories, marks, images, event access and other restricted materials. Flag an unresolved permission for the appropriate reviewer rather than treating a checklist tick as permission.

3 Agree how changes and exceptions are handled

[ ] Identify who receives questions and who approves a change to scope, timing or materials.

[ ] Record how a proposed change becomes accepted. Retain the prior terms, decision, date and updated version.

[ ] Identify how missed, postponed or unavailable benefits will be raised for a decision. Do not silently substitute a different benefit.

[ ] Separate proposed alternatives from accepted changes; identify outstanding decisions and their owners.

[ ] Record the reporting audience, expected review dates and any agreed reporting requirements.

[ ] Define any intended response measurement and its limits. Delivered work, tracked response and sponsor business outcomes are different records.

[ ] Identify how the next-term decision will be made. A renewal discussion is not a renewed Agreement.

4 Hand off accepted terms to the delivery team

[ ] Link the accepted version to the work plan and use a stable reference for each obligation.

[ ] Have delivery owners check quantities, dates, materials and proof expectations before work begins.

[ ] Keep the agreement reference, delivery record, Evidence and review decisions together in your chosen system.

[ ] Identify missing information explicitly as unknown or awaiting confirmation.

[ ] Assign an owner and next review date to every unresolved item.

The checklist can be complete while a commercial decision remains open. “Ready for review” and “accepted” should remain separate labels.

Agreement reference part 1

Field	School entry
School / sponsor Field ID agreement.parties	
School relationship owner / sponsor contact Field ID agreement.relationship_contacts	
Package and proposed version Field ID agreement.package_version	
Current stage / acceptance evidence reference Field ID agreement.stage_acceptance_reference	
Accepted version and date, if applicable Field ID agreement.accepted_version_date	

Agreement reference part 2

Field	School entry
Term / event dates Field ID agreement.term_dates	
Amount / payment schedule / business-office reference Field ID agreement.payment_office_reference	
Authorized approvers / remaining approvals Field ID agreement.approvals	
Reporting audience / agreed review dates Field ID agreement.reporting_review_dates	
Change approval method / next-term decision point Field ID agreement.change_next_term_process	

Benefit obligation record part 1

Use both parts for the same benefit. Duplicate both pages for each additional benefit; retain the obligation reference with each pair.

Field	School entry
Obligation ID / accepted benefit wording Field ID obligation.benefit_reference_wording	
Required quantity / unit Field ID obligation.quantity_unit	
Placement, dates and constraints Field ID obligation.placement_dates_constraints	
Delivery owner / due date or trigger Field ID obligation.delivery_owner_due	

Benefit obligation record part 2

Use both parts for the same benefit. Duplicate both pages for each additional benefit; retain the obligation reference with each pair.

Field	School entry
Sponsor materials / approvals still needed Field ID obligation.materials_approvals	
Expected Evidence / internal file reference Field ID obligation.evidence_reference	
Different authorized verifier / review due date Field ID obligation.independent_verifier_due	
Unresolved question / decision owner / next review date Field ID obligation.unresolved_owner_review	

Change record

Use a separate record for each later change. A proposed change is not accepted until your School's required approval or acceptance is recorded. Retain the prior version.

Field	School entry
Proposed change Field ID change.proposed_change	
Prior version Field ID change.prior_version	
Approval or acceptance still needed Field ID change.approval_needed	
Decision / evidence reference Field ID change.decision_reference	
New version if accepted Field ID change.accepted_new_version	

Template identity and use

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K–12 Sponsorship Operations

https://varsityproof.com/schools/resources

Template identifiers contain no credentials, tenant identity or customer information. A future supported import must present extracted information for review, leave uncertain fields unresolved and require explicit confirmation before applying approved changes. Uploading or parsing alone is not acceptance or verification. Existing records must never be silently overwritten.