



# Sponsorship Form

**JLS TAX ID# 57-0442620**

*A Few Things to Know Before You Get Started...*

- *JLS may only provide up to 2% of the total cost of donation in goods or services as a thank you for the donation (IRS Non Profit Guidelines)*
- *For questions, please contact [Finance@jlspartanburg.org](mailto:Finance@jlspartanburg.org)*

**Instructions:**

1. Complete the form **with** the donor
2. Ensure **signatures are included by both** JLS Committee Chair and Donor
3. **Provide a copy to Donor** for their records
4. **Provide a copy to the JLS Treasurer** (e.g. email to [Finance@jlspartanburg.org](mailto:Finance@jlspartanburg.org), deliver to JLS Treasurer or FAX to Treasurer at **864.583.5870**)
5. Provide a copy of this as a receipt for the donor

<b><i>Date Received</i></b>	
<b><i>Name of Business/Company</i></b>	
<b><i>Sponsor contact info (Contact name, email address, mailing address, phone number)</i></b>	
<b><i>Total Sponsorship Amount</i></b>	
<b><i>Sponsorship Level</i></b>	
<b><i>Donor Signature</i></b>	
<b><i>Committee Chair Signature</i></b>	

Deliverables needed from Sponsor –

- How they want their company/business name to be listed
- High Resolution logo (.png; .eps, or .jpg) emailed to [communications@jlspartanburg.org](mailto:communications@jlspartanburg.org)
- Brief description of company/business
- Would they like to schedule a public check presentation?