



## GUIDE TO COMPLETING THE **SIGNAGE SPONSORSHIP AGREEMENT** (SHORT FORM)

Form No. ShortFormSignageSponsor\_v.x\_RevDate (currently, ShortFormSignageSponsor\_v.1\_9 27 17)

- **WHEN TO USE.**

Use this this form when a sponsor agrees to pay a certain sum of money per fiscal year in exchange for their signage to be displayed. For any OTHER sponsorship opportunities, please contact Purchasing

- **HOW TO USE.**

The form is edit-protected. Only blank fields that require information can be filled in. Follow the instruction for each blank field. Some blank fields may remain blank if there is no information to add. The signature and date lines at the end are not fillable fields. They require ink-on-paper signatures. Call Purchasing with any questions.

- **WHO CAN SIGN.**

The Sponsor, or its authorized representative if the Sponsor is a company, signs first. Signatures and dates should be handwritten ink on paper. Once signed, the School can accept a scanned image of the contract with signature and date. The School principal signs on behalf of the District. If a department uses the form, check your department signature authorities. File the document that has both signatures, either in hard copy or scanned, or both, in a place where any School or Department with a can retrieve it in the future. Keep the documents for as long as applicable retention policies require.

- **PERMITTED AND PROHIBITED SPONSORS.**

The School may receive sponsorship funds from and display the sign of any individual or business in accordance with **District Policy KHA**. The policy lists those sponsorship activities that are not allowed, which include activities that:

- Promote hostility, disorder, or violence; attack ethnic, racial or religious groups;
- Discriminate, demean, harass or ridicule any person or group of persons on the basis of gender;
- Are libelous (i.e. contain untruthful statements that injure others);
- Inhibit the functioning of the school and/or district;
- Override the school/school identity;

- Promote, favor or opposed the candidacy of any candidate for election, adoption of any bond/budget issue or any public question submitted at any general, county, municipal, or school election (i.e. any political campaign);
  - Are obscene or pornographic as defined by prevailing community standards throughout the district (i.e. any adult content);
  - Promote the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns (i.e. pot shops, liquor stores or cigar stores);
  - Promote any religious or political organization (i.e. churches, synagogues, mosques, temples, and any religious order, congregation, or confession); and
  - Use any district or school logo without prior approval.
- **EXPIRATION AND RENEWALS.** The Sponsorship Agreement expires on June 30 of each fiscal year. The School and the Sponsor may renew the Agreement for up to 4 more fiscal years. To renew, the School and the Sponsor simply complete and sign the relevant portion of the form at the end of the agreement titled “Renewal Agreements.” In addition, the School can terminate for convenience before the fiscal year is over. If the Schools terminates for convenience, the School then may have to refund a portion of the Sponsorship Fee.
  - **SIGN SPECIFICATIONS.**  
The signs need to comply with **District Policy KHBA**. If the sign has to be a certain size or have other specifications, type those specifications in the blank in section 6. Otherwise, leave blank.
  - **DISPOSAL.** The Agreement allows the School to dispose of the sign at the end of the Agreement as the School decides. This gives the School flexibility to return, recycle, shred, or otherwise dispose of the sign.