

Liberty/Rock Creek Baseball

LHS Sign Board Policy and Youth Team Sponsor Policy

Updated: 3/2/08

Objective:

The purpose of this document is to describe the process Liberty/RC Baseball uses for managing the fundraising activity that involves selling, producing, and displaying sponsor sign boards at the LHS Varsity Baseball field. The Youth Team Sponsor Policy is similar in many ways, so this process will be included. Note that Youth participants may sell LHS signboards.

Scope:

Sign Board sales and Youth Team Sponsorships are a great source of revenue for Liberty/RCB. The revenue generated by sign board sales and team sponsorships is to be used to offset the expenses incurred in providing the Liberty baseball programs, and ultimately to allow for the reduction in player registration fees. This program is available to participants in Liberty/RCB's HS Summer League (American Legion and Junior State) and Youth (JBO Senior, Junior, and Midget) programs.

Approval:

The Liberty/RC Baseball Board has the authority to review and update this process document and publish changes as necessary.

Definitions:

LHS	Liberty High School
JBO	Junior Baseball of Oregon
RCB	Rock Creek Baseball

Appendices:

The following forms will also be used to administer this process:

Appendix A	Liberty/RCB Sign Board Contract
Appendix B	Liberty/RCB Sign Board Status Spreadsheet
Appendix C	Liberty/RCB Sign Board/Team Sponsor Thank You Note Template
Appendix D	Liberty/RCB Youth Team Sponsorship Form

Sign Board Sales:

Area businesses will be solicited to participate in advertising by purchasing sign boards which will be displayed on the LHS varsity baseball field home run fence. The sign boards are banners with a standard size of 4 ft x 6 ft. Each business will be able to specify the information to be printed on the banner – typically company name, address, phone number and a company logo if available. The banners will be displayed from the receipt of payment or at the start of the spring season through the anniversary date based on the number of years purchased (i.e. a 3 yr signboard purchased on 5/15/07 would be displayed through 5/15/10). Approximately 50+ baseball games are played on the Varsity diamond during a typical season. The following advertising plans are available:

- 1 year plan \$400.00
- 2 year plan \$550.00
- 3 year plan \$650.00

In addition, each sign board advertiser will be listed on the RCB website in the sponsors/donors area, and will be listed on the RCB sponsor board located at the LHS baseball complex.

Youth Team Sponsorships:

Similar to the signboard sales process, area businesses will be solicited to participate in advertising by purchasing Youth Team Sponsorships. A 4 x 6 ft banner will be produced and provided to the Team Sponsor (or Team Coach) which will be displayed at each of that team's baseball games – typically hung on the back of the dugout. Team Sponsorships have a one season duration. The cost to sponsor a Youth team is \$300, and each sponsor will be listed on the RCB website and be provided a team picture (or plaque) that can be displayed at their place of business.

Player Credit:

Each player that sells a sign board or a team sponsorship will earn credit that will be applied to their registration fees for the program in which they participate. This credit will be in the amount of 12.5% of the revenue generated. For example, a player selling a sign board under the 2 year plan would earn a credit of \$68.75 that would reduce their baseball registration total by that same amount. The credit will be received in the year of sale, and not be prorated over the life of the sign board sale term. Players that coordinate their efforts to make a sale will share in the credit, and unsolicited sales or sales made by the “group at large” will not result in specific player credits, although the entire organization will benefit from the revenue generated.

Renewal Sales:

At the expiration of each sign board advertiser's contract term, the player that originally made the sale will be allowed to approach the customer in the hopes of selling another advertising plan. Player credits will be generated for renewal sales as well, using the same credit details as outlined previously.

Renewal Sales (player no longer in the program):

The policy for managing renewal sales with customers when the original seller/player no longer participates in a Libert/RCB program still needs to be determined (options may include - becomes a Board responsibility, or a process to “assign” to a participating player to be developed, i.e. “random drawing”). This policy will be developed at a later date when this situation arises.

Record keeping:

When a sign board sale is made, the Liberty/RCB Sign Board Contract form (see appendix A) needs to be filled out and accompany the customer payment. The banner will not be ordered until the payment is received by Liberty/RCB. A copy of the contract needs to be forwarded to the RCB Secretary so the appropriate data can be tracked on the RCB Sign Board Status Spreadsheet (see appendix B), and so a Thank You Note can be sent by the RCB Board to the advertiser as an expression of appreciation. Since Youth Team sponsorships are sold on a season-to-season basis, recordkeeping requirements are limited to tracking the sale, ordering the banner, and sending a Thank You Note.

Banners:

The banners will be a standard size of 4 ft x 6 ft, and will be ordered from Impact Signs (currently a RCB advertiser). The banners will be cared for and stored during the off season. Any banners that exhibit excessive wear will be replaced, as long as the sign board sale term is current.

Liberty/Rock Creek Baseball Sign Board Agreement

Sign boards are a great way to advertise your business while supporting Liberty/RC Baseball at the same time. Liberty/RC Baseball programs include American Legion and Junior State teams at the High School level, and also JBO Youth teams. These baseball teams feature players from Liberty High School's attendance boundary. The sign boards will be posted on the homerun fence of the LHS varsity field where over 50 games will be played each year. In addition to the sign board, your business will be listed in the sponsor's area of our website, and every sponsor will be listed on our sponsor board at the LHS baseball complex. Your support is greatly appreciated!

If you have any questions, or desire additional information, please send an email to libertyrcbaseball@yahoo.com , or check our website – www.libertybaseball.net .

Please send completed forms to Rock Creek Baseball. Our mailing address is:
880 NE 25th Ave
#2-134
Hillsboro, OR 97124

Three advertising plans are available:

- 1 YEAR \$400.00
- 2 YEARS \$550.00
- 3 YEARS \$650.00

Sponsor Name: _____ Date: _____

Address: _____

Sponsor Contact name: _____ Ph no.: _____

_____ 1 YEAR	\$400.00	
_____ 2 YEARS	\$550.00	(please make checks payable to Rock Creek Baseball)
_____ 3 YEARS	\$650.00	

Check # _____

Remove this portion for your records

Company Name: _____ has advertised with a sign board from Liberty / Rock Creek Baseball in the amount:

_____ 1 YEAR	\$400.00
_____ 2 YEARS	\$550.00
_____ 3 YEARS	\$650.00

Thank You for your support!!!!

Check # _____

Rock Creek Baseball - Tax ID# 43-2028495

Appendix B

Rock Creek Baseball Sign Board Sales

Customer Info	term	expiration	pymnt rec'd	banner status	note status	Player credit/amount
Columbia Community Bank Rick Roby 314 E Main St Hillsboro, OR 97123 503.693.7500	3 year	4/1/08	Y	done 4/05	sent 4/05	T Culligan / 50
Pizza Schmizza Sara 891 NE 25th Hillsboro, OR 97124 503.601.9007	3 year	4/1/08	Y	done 4/05	sent 4/05	T Culligan / 25
Frye's Action Athletics Kyle 2016 Pacific Ave Forest Grove, OR 97116 503.357.5120	3 year	4/1/08	Y	done 4/05	sent 4/05	"group" / NA
Pat Culligan BCA Financial Services	3 year	4/1/08	Y	done 4/05		T Culligan / 50
Larsen Nursery 31665 NW Scotch Church Rd Hillsboro, OR 97070	1 year	4/1/07	Y	done 4/05	need to send for '06	N/A - in trade, trees
Sylvan Learning Center	3 year	4/1/07	Y	done 4/05		S Sprecher / 50

Rock Creek Baseball

Thank You Note template

March 14, 2006

Mr./Mrs. Smith
Your Company Name
123 Main Street
Hillsboro, OR 97xxx

RCB Sign Board Purchase

Dear,

Type your text here.

Sincerely,

Pat Culligan

Pat Culligan
President
Rock Creek Baseball

Dave Saalfeld

Dave Saalfeld
Vice President
Rock Creek Baseball

Liberty/Rock Creek Baseball

JBO Team Sponsor Agreement

JBO Team Sponsor banners are a great way to advertise your business while supporting Liberty/RC Baseball at the same time. Liberty/RC Baseball programs include American Legion and Junior State teams at the High School level, and also JBO Youth teams. These baseball teams feature players from Liberty High School's attendance boundary. The JBO Youth Sponsor Banners will be posted on the backstop or fence at each game the team plays during the season. In addition to the banner, your business will be listed in the sponsor's area of our website, and every sponsor will be listed on our sponsor board at the LHS baseball complex. Your support is greatly appreciated!

If you have any questions, or desire additional information, please send an email to libertyrcbaseball@yahoo.com, or check our website – www.libertybaseball.net.

Please send completed forms to Rock Creek Baseball. Our mailing address is:
880 NE 25th Ave
#2-134
Hillsboro, OR 97124

The cost of becoming a JBO team sponsor is \$300 per season.

Sponsor Name: _____ Date: _____

Address: _____

Sponsor Contact name: _____ Ph no.: _____

_____ 1 YEAR \$300.00 *(please make checks payable to Rock Creek Baseball)*

Check # _____

Remove this portion for your records

Company Name: _____ has advertised with a JBO Team Banner from Liberty / Rock Creek Baseball in the amount:

_____ 1 YEAR \$300.00

Check # _____

Rock Creek Baseball - Tax ID# 43-2028495