

# Lighthouse Elementary & Beacon Cove Intermediate PTO Business Partner Agreement 2023 - 2024

<b>Business Name</b>			
<b>Contact Name</b>			
<b>Contact Title</b>			
<b>Contact Email</b>			
<b>Contact Phone</b>			
<b>Website Address</b>			
<b>Street Address</b>			
<b>City, State, Zip Code</b>			
<b>Partnership Level (please circle one)</b>	Lighthouse Partner - \$1,000	Pelican Partner – \$500	School Partner – \$250

<b>Partnership Details</b>		
Lighthouse Partner - \$1,000	Pelican Partner – \$500	School Partner – \$250
3'x5' business banner displayed at both schools for the school year.*		
Ability to email flyers to all students and parents up to <u>three flyers per school year</u> .**	Ability to email flyers to all students and parents up to <u>three flyers per school year</u> .**	
Business logo and name on the PTO website with clickable link for the school year.	Business logo and name on the PTO website with clickable link for the school year.	Business logo and name on the PTO website with clickable link for the school year.
Business logo and name included on Thank You notes sent home with students.	Business logo and name included on Thank You notes sent home with students.	Business logo and name included on Thank You notes sent home with students.
Thank you letter and Business Partner recognition at year end PTO meeting.	Thank you letter and Business Partner recognition at year end PTO meeting.	Thank you letter and Business Partner recognition at year end PTO meeting.

*\* Banner(s) must be provided by Business Partner and design must be approved by Business Partner Coordinator.*

*\*\*Flyers must be approved and collated according to instructions before being distributed.*

<b>Payment Details</b>		
<b>Payment Method (circle one)</b>	Check	Credit Card
	made payable to: LHE/BCI PTO	Please provide contact name and number for processing.
	Deliver to either school front office  Or mail to: Beacon Cove Intermediate School Attention: PTO 150 Schoolhouse Road, Jupiter FL 33458	Name:  _____  Phone:  _____



# Lighthouse Elementary & Beacon Cove Intermediate PTO Business Partner Agreement 2023 - 2024

## **Flyer Distribution Details:**

Do not print flyers until you receive prior approval for each flyer. MUST be approved by both campus' principals. For approval, e-mail flyer to [businesspartners@jupiterpto.com](mailto:businesspartners@jupiterpto.com)

**MUST** include the disclaimer language:

**"{Business Name} is not affiliated with or endorsed by the School Board of Palm Beach County or its affiliated schools. Services offered shall not be construed as being conducted, funded, hosted or sponsored by the School Board of Palm Beach County or its affiliated schools."**

Business Partners must sort copies of the flyers by the appropriate number of classes per school and students per class prior to delivery (see below)

Lighthouse Elementary	Beacon Cove Intermediate
<i>34 bundles of 20 &amp; 2 bundles of 6</i>	<i>21 bundles of 25 &amp; 11 bundles of 20</i>

Business Partners will deliver the sorted flyers to the schools at least one week prior to the date of distribution.

**Logo Guidelines:** E-mail a high-quality jpg of your logo and website address for linking to [businesspartners@jupiterpto.com](mailto:businesspartners@jupiterpto.com)

## **Banner Guidelines:**

Banners are provided by the business partner and must meet the following guidelines:

- All banner designs MUST be approved by the schools. Please submit your designs to [businesspartners@jupiterpto.com](mailto:businesspartners@jupiterpto.com) before printing for approval.
- Screen Banner. No larger than 3 feet in height and 5 feet in width.
- Grommets must be provided on the banner. Provide at least three along the top and bottom of the banner.
- Once printed, please deliver the banners to the schools.

