

Sparrowhawk Community Partnership Giveback Worksheet (2024)

Core Partnership Requirements:

VOLUNTEERS - GENERAL SET-UP / CUSTOMER SERVICE

Criteria Recruit volunteers for 32 4-hr shifts over three day event

MARKETING AND PROMOTION

Criteria Spread the word about sales through partner's community and marketing channels. Sparrowhawk will provide checklist of items to complete, including but not limited to social media, e-newsletters, blogs, fliering, events, website, etc.

ONSITE EVENT STAFFING

Criteria One partner lead (staff or board member) on-site staffing each of the three event days

WHEELBARROWS / CARTS

Criteria Supply 8 fully-functioning wheelbarrows or large garden carts for three day event. Coordinate delivery by 8am on Thurs and pickup by 3pm on Sat.

Location Bonus!

LOCATION without access to indoor restroom = \$500

Criteria Supply large outdoor space (i.e. paved parking lot) for 3-day, Thurs - Sat event. Location must be approved for suitability by Sparrowhawk prior to finalizing and must include:

- equivalent of 55 parking spaces; 22 for plant set-up, 25 for customer parking, 8 for staff/volunteers (street parking may be considered for customer/staff parking if safe, easy and close).
- access to outdoor water spigot/hose and approval to use infrequently during the event if needed.
- at least some afternoon and evening shade provided by tall trees or other structures on the west side of the property
- access to indoor "breakroom" space for getting out of nasty weather and space for locking up event supplies overnight is not required, but preferred.

LOCATION with access to indoor restroom = \$1000

Criteria Location with all of the above criteria PLUS indoor restroom and handwashing facilities for staff/volunteers during all three event days, as well as overnight access (keypad, code, etc) for the overnight security guard. If indoor restroom is not available, Sparrowhawk will provide a port-a-potty.

Fundraising Giveback: three examples below show how the giveback calculation is a sliding scale amount, based on the number of customers that pre-order for your event, plus the location bonus

Giveback Examples	BASE AMOUNT: < 300 customers	STARTER LEVEL: 300+ customers	MID LEVEL: 400+ customers	SUPERSTAR: 500+ customers
No location provided	\$0	\$0	\$0	\$0
TOTAL GIVEBACK	\$1,000	\$1,500	\$2,750	\$4,000
Location without restroom	+ \$500	+ \$500	+ \$500	+ \$500
TOTAL GIVEBACK	\$1,500	\$2,000	\$3,250	\$4,500
Location with restroom	+ \$1,000	+ \$1,000	+ \$1,000	+ \$1,000
TOTAL GIVEBACK	\$2,000	\$2,500	\$3,750	\$5,000