



Sugar Hill Elementary PTO

939 Level Creek Road • Sugar Hill, GA 30518
sugarhilleslonghorns@gmail.com • www.sugarhillpto.com

To Whom It May Concern:

Sugar Hill Elementary School is dedicated to building a community that enriches the education of our students and help them become LEARNERS, THINKERS, and LEADERS!!

The Sugar Hill PTO is looking to build relationships with businesses in our community to help us provide different technology programs for our students, classroom supplies for our teachers, and improvements to our playground. Our focus this year is renovating our 1/3-mile track around our playground area.

We are excited about the idea of creating partnerships with businesses that share our vision and want to help our future leaders have the best school experience possible.

Attached you will find our different sponsorship levels as well as a handful of a la carte options. Sugar Hill Elementary PO is a 501c3 corporation, so all donations are tax-deductible. Our tax ID is 61-1907153.

To proceed with partnering with Sugar Hill Elementary PTO, please complete the attached form.

If you have any questions, please reach out to us at sugarhilleslonghorns@gmail.com and we will be happy to answer them.

Thank you in advance for your time and support of Sugar Hill Elementary!

Sincerely,

Sugar Hill Elementary PTO

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Sugar Hill Elementary PTO

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **PTO, Parent Teacher Organization**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
939 Level Creek Road

6 City, state, and ZIP code
Sugar Hill GA, 30518

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
OR									
Employer identification number									
6	1	-	1	9	0	7	1	5	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Alaina Lopez* Date ▶ *9.19.22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



2022 – 2023 BUSINESS PARTNERSHIP PROGRAM

	GOLD LEVEL \$1,000	SILVER LEVEL \$750	BRONZE LEVEL \$500
PTO Website Featured Sponsor on Main Page	✓		
Banner Display <i>(Provided by Partner – see details below)</i>	✓		
¼ Page Ad in Yearbook	✓		
Listing in Monthly School Newsletter	8x (October - May)	5x (January - May)	
Logo on Business Partnership Wall in Cafeteria	✓	✓	
1-week Marquee Shoutout	4x	2x	
Flyer Distribution to Students <i>(Provided by Partner)</i>	6x	4x	2x
Facebook Post on PTO Page <i>(Approx 400 members)</i> <i>(Verbiage provided by Partner)</i>	6x	4x	2x
Shoutout during General PTO Meetings (3 per year)	✓	✓	✓
PTO Website – Logo & Link	✓	✓	✓

A La Carte Options:

- **Banner Display - \$250** (Banner to be displayed on fence) (Banner Size: 2 ½' x 4') (Banner to be provided by Partner)
- **One Time Facebook Reel Share on SHES Facebook Page - \$200** (Created by Partner)
- **One-Time Flyer Distribution to Students - \$150** (Partner provides flyers to Sugar Hill ES – see specifications below)
- **Two Posts on SHES PTO Facebook Page (approx. 400 members) - \$100** (1st post made August – December and 2nd post made January – May) (Verbiage and/or Photo to be provided by Partner)
- **One-Week Marquee Shoutout - \$100** (Marquee located on Level Creek Road next to Sugar Hill Greenway – will be displayed every 20 seconds)

Specifications:

- **Marquee Sign:** Partner can submit desired weeks, SHES has final approval. Priority will be given based on sponsorship level.
- **Flyers:** Provided by the Business Partner at least 10 days in advance. Partner will provide 1,150 copies separated into stacks of 25.
- **Facebook Post:** Business Partner will provide custom promotional language and/or pictures in advance by emailing sugarhilleslonghorns@gmail.com.
- **Logo:** Provided by the Partner. Upload-ready, high-res, no white background artwork that should be in .png format.
- **Please email all drafts to sugarhilleslonghorns@gmail.com for approval prior to printing.**

Partnership remains active through June 30, 2023

For more information, please contact Rushell Williams at sugarhilleslonghorns@gmail.com



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**SHES PTO BUSINESS PARTNERSHIP AGREEMENT
 2022 – 2023 SCHOOL YEAR**

Business Name	
Contact Name	
Contact Phone Number	
Email Address	
Business Address	
Web Address (if applicable)	

Package/A La Carte Option	Qty	Price (each)	Total Price
Gold Level		\$1,000	
Silver Level		\$750	
Bronze Level		\$500	
Banner Display		\$250	
One-Time FB Reel Share on SHES FB Page		\$200	
One-Time Flyer Distribution to Students		\$150	
Two Posts on SHES PTO FB Page		\$100	
One-Week Marquee Shoutout		\$100	

Notes

- Please provide a .png file of your logo (upload-ready, high-resolution, no white background) to sugarhilleslonghorns@gmail.com after completing your application
- If applicable, all materials and verbiage MUST be school appropriate. Prior approval is required BEFORE you print any flyers and/or banners. Please send an email to sugarhilleslonghorns@gmail.com for approval

Mail Form along with Payment to:

Sugar Hill Elementary School
Attn: PTO
939 Level Creek Road
Sugar Hill, GA 30518

Business Partner

PTO Business Partnership Chair

Signature & Date

Signature & Date