

SAWGA CHAMPIONSHIP TOURNAMENT SPONSORS & DONATIONS CHAIR

1. Using the updated contact list of Club Officers on the SAWGA website, send an email (see attached Sample Email) to each member club's Junior Rep and club President. This email informs them of their obligation to support the Championship Tournament by sending the required \$100 contribution. The required \$100 is essential for payouts, prizes and general cost of running the tournament. An additional \$100 is suggested from every Club, but not required. Sponsorships may be obtained from businesses throughout the Spokane area. A business may be listed as a sponsor for a minimum donation of \$25.00. The SAWGA Treasurer will keep you updated on all donations received. (See attached "Sample Letter to Sponsors.") Also requested is a raffle prize from each member club's Pro Shop. The Jr. Rep from each Club is responsible for getting these to you.
2. The treasurer will create a spreadsheet in order to keep a record of all the sponsor information. This form will include the sponsor's name, address, and amount donated. This form will be updated and sent to you weekly.
3. Sponsors will be added to the Championship Tournament signs. The incoming SAWGA President is given the Tee Box Signs at the fall meeting; check with her as to where they have been stored. Last year's tournament chair and the treasurer will have the list of prior sponsors from the previous year and will email to you.
4. You are responsible for changing the tee box signs to correspond with the current year's sponsors and get them placed out at the tournament for all three days. A flag listing sponsors of \$500 or greater should be printed and placed with the club flags each day of the tournament and at the banquet. You are also responsible for ensuring that the club flags are present at each day of the SAWGA Tournament and banquet.

Send a thank you letter (See attached "Sample Thank You Letter") to sponsors using SAWGA letterhead. Fill out the sponsor's name on the letter and mail by the end of August. Make a list of sponsors to be shared at the banquet.

5. Assist Tournament Chair and Lead Sweeps Chair before and during the tournament in the areas of scoring, skins or any other issue that may arise.
6. Assist the Tournament Chair at the Awards Banquet and transport/arrange member club flags at the banquet site. Contact the incoming President to be prepared to transport and arrange for storage over the winter after the banquet.

7. Prior to the Fall SAWGA Meeting, meet with the tournament committee and submit your report for any recommendations. These recommendations should be updated on the current forms and sent to the webmaster to put on the website.

SAMPLE EMAIL**TO: SAWGA JUNIOR REPRESENTATIVES AND CLUB PRESIDENTS*****(Remove this info from your email)*****Sawga Championship Tournament Donations:**

- As you know, each member club of SAWGA is required to contribute a **\$100 minimum donation** each year towards SAWGA's Championship Tournament. The tournament's payouts, prizes and general operating costs are self-sustaining and partially supported by the member clubs' contributions.
- **Please be sure to return your club's donation to the SAWGA Treasurer along with your club's membership registration form no later than April 15th.**
- If you have received a *pledge of sponsorship*, but no funds from a sponsor, please provide to me by email each sponsor's contact information so that a letter may be sent to each sponsor, on SAWGA letterhead, requesting their pledged contribution.
- If you have received *funds from a sponsor*, please provide to me by email each sponsor's contact information and indicate how each sponsor would like their name displayed on our tournament signs.

Raffle Prize for the Awards Banquet in September

- Junior Reps are requested to provide a raffle prize for the Awards Banquet in September. Please contact your club pro to obtain merchandise and bring it to the Awards Banquet in September.

Please encourage your SAWGA club members to participate in this year's SAWGA Championship Tournament. Club members need not be in SAWGA to attend the Awards Banquet or to participate in the raffle.

We greatly appreciate your help. Thank you.

Sincerely,



SPOKANE AREA WOMEN'S GOLF ASSOCIATION
 "Promoting the best interests of golf among its member since 1948"

(Send this letter May 1st – delete this and all prompts)

Over 100 local amateur golfers that belong to the Spokane Area Women's Golf Association (SAWGA) will see your name and message through your sponsorship of the SAWGA Championship Tournament held on September 5th, 6th, and 7th, 2023. Your sponsorship will also reach every member that belongs to the Spokane Area Women's Golf Association. This is approximately 250 women golfers. The clubs that currently belong to Sawga are: Chewelah, Deer Park, Downriver, Esmeralda, Latah Creek, Indian Canyon, Kalispel Golf & Country Club, Liberty Lake, Manito Golf & Country Club, Qualchan, and Wandermere.

The SAWGA Championship Tournament is a three-day tournament that will be played at three different local Spokane area golf courses. We have three sponsorship levels:

- **GOLD LEVEL \$500 or Greater:** Your name and logo on a special banner prominently displayed at the Registration Desk all three days of the tournament and at the Awards Banquet.
- **SILVER LEVEL \$250 - \$499:** Your name on a professionally made sign at the Clubhouse and displayed all three days of the tournament on a tee box.
- **BRONZE LEVEL \$25 - \$249:** Your name on a professionally made sign at the Clubhouse and displayed all three days of the tournament.

All sponsor signs will also be displayed at the Tournament Awards Banquet.

SAWGA has been active within the Spokane area for over 70 years. Our mission is to promote the best interests of golf among our members and to provide for inter-club tournaments and other contests throughout the Spokane area.

We hope you will consider sponsoring our tournament. Please provide on the confirmation form exactly how you would like your name or business name shown along with permission to use your name and logo in print. Mailing instructions are attached.

Thanks again,

Sawga Tournament Chair



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SPONSORSHIP CONFIRMATION
SAWGA CHAMPIONSHIP TOURNAMENT SEPTEMBER 2023

Amount of Sponsorship: \$ _____

Indicate below exactly how you would like your name or business name to be shown on signs and in print:

Make check payable to: SAWGA

Mail check and confirmation form to: Darcia Waples, 19411 East 4th Avenue, Spokane Valley, WA 99016. darciawaples@gmail.com 509-710-2426

Your signature below you gives SAWGA permission to use your name and logo in print.

Signature: _____

Print Name: _____

Phone Number: _____

Date: _____



SPOKANE AREA WOMEN'S GOLF ASSOCIATION
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SAMPLE: **THANK YOU LETTER TO SPONSORS** - Send in August if not before
(Delete all the above info and any prompts prior to composing)

Name:

Dear _____

Thank you so much for your \$_____ sponsorship of this year's Spokane Area Women's Golf Association Championship Tournament. Your generous donation will help to continue SAWGA's seventy-four-year commitment to promote golf among the amateur women golfers of Spokane and to provide opportunities for them to compete and to form lasting friendships.

Our tournament is completely supported by contributions from individuals and businesses in our community and from the women's golf club members of SAWGA.

On behalf of the Championship Tournament Committee thank you for your thoughtful support.

Thanks again,

Sawga Tournament Chair