



# FREEDOM CROSSING ACADEMY

## Partners in Education

### Sponsorship Checklist

---

*Thank you for supporting Freedom Crossing Academy!*

We are excited to have your support as an FCA Partner in Education.

Based upon your sponsorship level there are many exciting marketing opportunities available!

To streamline the process, we have created a checklist of items required to participate, as well as the due dates. Please refer to the Sponsorship Level flyer for the specific items included with your package.

**Please contact Sarah Scaggs at 727-667-9090 or [fcapartnersinedu@gmail.com](mailto:fcapartnersinedu@gmail.com) with any questions**

---

- Partner in Education Agreement completed and signed**
  
- Payment due** for Sponsorship Level
  
- Artwork for Banner** supplied as a high resolution JPG & PDF file
  
- Company logo supplied** as a vector file (.ai or .eps format)
  
- Business cards delivered** to FCA for the front office display *(Optional)*
  
- Digital business flyer(s) supplied** via email to [fcapartnersinedu@gmail.com](mailto:fcapartnersinedu@gmail.com) *(Optional)*
  - Schedule based on when you would like it distributed via Peachjar email campaign
  
- Volunteer Clearance** through the St. Johns County School District (SJCSJ)
  - Visit <https://www.stjohns.k12.fl.us/volunteer/> to complete the clearance process for all employees or company representatives who will be on campus at PTO events
  - *Entrance and set up at events cannot be guaranteed if Clearance Stickers cannot be printed*