



The Delek Tournament of Hope CHARITY HANDBOOK

Welcome!

Thank you for your interest in becoming a charity partner in the upcoming Delek Tournament for Hope. If you have unanswered questions after reading through this handbook, please contact Jennifer Abrahamson at 615-554-9607 (mobile) or DKL@cfmt.org.

What is the Delek Fund for Hope?

The Delek Fund for Hope is a component fund of the Community Foundation of Middle Tennessee, a 501(c)3 nonprofit located in Nashville, Tennessee. Established in 2008, the Delek Fund for Hope's mission is to support charities in the communities in which Delek employees work and live. These communities include those served by each of our business interests. Grants are issued to qualifying 501(c)3 organizations based on tournament participation as well as throughout the year as determined by local committee, application, or executive referral. More information can be found on our website at www.delekhope.com.

History of the Delek Tournament for Hope

The original Delek Tournament for Hope in Nashville, Tennessee took place in 2003 to support a local charity. As the golf tournament grew, it was quickly identified as an excellent way to support charities within the community, provide them valuable exposure, and foster a positive business climate through vendor partnerships and networking opportunities.

In 2013 the Delek Fund for Hope hosted inaugural Tournaments for Hope in Tyler, Texas and El Dorado, Arkansas. These two additional events, along with the original location in Nashville, Tennessee have quickly evolved into more than just golf tournaments. To cater to the diverse interests of our participants, sporting clays and fishing were added. As Delek US Holdings grows and expands into new regions, our charitable efforts and events will expand to those areas as well.

Opportunities to Make Money for Your Organization

****IMPORTANT NOTE: Delek business partners/vendors are invited and solicited to participate in the tournament by Delek representatives and may not be secured to sponsor charity teams. ****

Secure Teams: \$2,500/team one event (El Dorado/Tyler)

The cost to enter a team of four is \$2,500. Charities will be able to generate revenue by “selling” teams to their constituents including donors and board members. Each team of 4 gets to choose a single event: golf or sporting clays. **Each charity may enter up to 3 teams.**

Teams secured by a charity will receive a grant (*approximately 6 weeks following the tournament*) the **FULL COST OF THE TEAM PLUS A BONUS** based on the following structure:

- 1st Team: \$2,500 + 10% = \$2,750
- 2nd Team: \$2,500 + 20% = \$3,000
- 3rd Team: \$2,500 + 30% = \$3,250

<u>EXAMPLE</u> Three \$2,500 teams = \$9,000

Secure Hole Sponsorship: \$1,000/hole (El Dorado/Tyler)

Charities will be able to generate revenues by securing hole sponsorships from businesses or individuals. For each team of four that your organization secures, you are invited to secure up to two hole sponsorships. Your charity will receive the cost of the hole sponsorship plus a 25% bonus for each. **(Example: 6 hole sponsorships at cost of \$1,000 each = \$7,500 grant)**

Pick Good Players!

Should a charity sponsored team finish in one of the winning positions in the golf tournament, a grant will be recommended in the following denominations.

** Teams secured by your organization will have the opportunity to select to either play golf or shoot sporting clays. However, additional grant dollars will only be awarded for golf teams.*

First Place	\$2,000
Second Place	\$1,000
Third Place	\$500

Auction Sales

Charities will be able to generate revenues by securing auction items. Items selected for the silent auction will receive the winning bid amount plus a bonus payout based upon the following matrix:

Winning Bid Amount	Match
Up to \$100	30%
\$101 to \$499	50%
\$500 to \$1000	30%
\$1,001 and higher	10%*
Live Auction Items	10%*

<i>*Matching on \$1,001+ and live auction items have a maximum match allowance of \$200.</i>

Additional Benefits?

- Each organization will be allowed **8 guests** at our Celebration and Auction for your staff, volunteers, or board members. This is in addition to your team members and their guest. An evening of hosted food and beverage and entertainment as well as our silent and live auctions, this portion of the week's activities provides valuable exposure for your organization.
- Each participant will enjoy a **\$100 hosted VIP** shopping experience upon registration where they may choose from the latest in golf equipment and apparel, or a selection of outdoor enthusiast items.
- Participants will be provided breakfast or lunch depending upon the time selected for their participation as well as complimentary beverages and food during their activity.

Delek Fund for Hope Contact Information

Delek Fund for Hope/Community Foundation Contacts:

Thomas Buford, PGA / Tournament Director / 615-321-4939 ext. 133 / delek@cfmt.org

Jeff Hoffman / Tournament Manager / 615-321-4939 / fundforhope@cfmt.org

Jennifer Abrahamson / Communications Manager / 615-554-9607 / dkl@cfmt.org

The Delek Fund for Hope is a component fund of The Community Foundation of Middle Tennessee.



Details for Participating Charities

Registration Process

All registrations should be completed using the appropriate online form at <http://delekhope.com>. Please make sure to list your name as the primary contact and the name of your organization under the “company” heading. Please try to have all players’ names prior to registering. If you must use “TBD” please make sure to email us at least 2 weeks before the tournament with player names. The deadline for registration is 1 week prior to the event start. ***Vendors and professional relationships of Delek and its operating divisions are not eligible for solicitation by any participating non-profit***

RSVP for the Celebration & Auction

Each team participant plus one guest each are invited to attend the Wednesday evening Celebration & Auction. In addition, each charity may have up to 8 individuals attend at no charge. This would include volunteers, staff, board members, or donors to your organization. All attendees (including you!) must RSVP if they plan to attend. It’s fast and easy on our website. If you offer to RSVP for your team participants, please make sure you enter their mobile number and email address to complete the first step of mobile bidding. This also allows us to communicate directly with them (via email) about the event including updates or changes. We will never sell or use this information outside of this tournament!

Payment Details

Invoices will be emailed to your charity through Freshbooks. Payment for teams and hole sponsorships must be received prior to the tournament via mail. To ensure proper credit, we prefer payments come through your organization rather than directly from your sponsors. All checks MUST have a note with your organization’s name and/or invoice number. **Please do not hand deliver checks prior to or during the event.** Grants will be held until full payment has been received. No credit card payments will be accepted from charity-secured teams. The mailing address is:

**The Delek Fund for Hope
c/o CFMT
P.O. Box 440225,
Nashville, TN 37244**

Hole Sponsors

Each charity may secure up to two hole sponsorships per team entered. The cost for each hole sponsorship is \$1,000. Checks should be written from the participating charity and sent to the same address as team payments listed above.

Charities will get the \$1,000 plus 25% bonus grant. Please let me know if you plan to set up at your hole location. You’ll need to bring your own table/tent/chairs, etc. Please send EPS LOGOS for sponsor signs as soon as possible. This could be your organization’s logo or the business sponsoring the hole for you. Your choice!

Auction Items

Participating charities are encouraged to donate items to the silent and/or live auction. The auction will be held on Wednesday evening. Please secure items as donations to your organization. You then donate the items to the Delek Fund for Hope. Your organization will get the full amount of the selling price, plus a bonus payout as outlined above based on final selling price.

The deadline to enter items into the auction will be 7 days prior to the event: Wednesday, June 6 by 5pm. Please use the form at the end of this document or **create an excel spreadsheet** containing the same information. That will save me time when I export the information into Greater Giving (our mobile bidding platform). Please email photographs by this deadline as well. Note the file size below. You will likely have to make the photo file smaller manually before emailing. Thanks!

Consignment items will not be accepted this year except in extremely rare cases. Exceptions may be considered by the local committee and CFMT staff based on uniqueness of the package, pricing, size of the auction, and consignment fees. **THERE WILL BE NO MATCHING ON CONSIGNMENT ITEMS!**

CFMT staff will set the starting bid and bid increment. There will be no “reserve” amounts unless specifically required by the donating entity. This should be a rare occurrence! CFMT reserves the right to decline items with any restrictions including blackout dates, reserves amounts, etc.

Volunteers

An event of this size can always use more volunteers! We kindly request that each participating charity lend several volunteers to help us put on great tournament! Also, any charity entering items into the auction must be available to monitor their area of the auction and be available to answer questions of bidders (especially important if your item is chosen for the live auction). All unsold items must be taken from the venue by the donating charity the night of the auction. Items not picked up from the venue by 9am the following morning will become the property of the Delek Fund for Hope.

Deadline Recap

Intent to Participate:	30 days prior to tournament start
Registration Deadline:	7 days prior to tournament start
Player name Deadline	7 days prior to tournament start
Silent Auction forms & photos	7 days prior to tournament start
Payment Due Date:	1 day prior to tournament start
Grant checks will be mailed:	6 weeks after the tournament concludes