PRAIRIE GATE LEADERSHIP, LLC
Consulting & Advisory Services Agreement

This Consulting & Advisory Services Agreement ("Agreement") is entered into on Click or tap to enter a date. by and between: **Prairie Gate Leadership, LLC** ("Consultant") and Click or tap to enter Client name ("Client"). Collectively referred to as the "Parties."

1. Purpose
Prairie Gate Leadership provides strategic advisory, governance, leadership development, organizational growth, fundraising support, and operational consulting services to nonprofits, associations, businesses, educational organizations, and community groups. Consultant agrees to provide services selected by Client under the package described in Exhibit A.

2. Term
This Agreement shall begin on Click or tap to enter a date. and continue:

☐ Month-to-Month
☐ Six (6) Months
☐ Twelve (12) Months

unless terminated pursuant to this Agreement.

3. Scope of Services
Services may include:

- Governance assessments
- Bylaw review
- Board development
- Strategic planning
- Leadership coaching
- Membership growth strategy
- Fundraising strategy
- Sponsorship development
- Organizational assessments
- Fractional executive support
- Operational consulting
- Retreat facilitation
- Youth leadership mentoring
- Other mutually agreed services

Specific deliverables shall be identified in Exhibit A.

4. Client Responsibilities
Client agrees to:

- Provide requested information in a timely manner.
- Designate a primary point of contact.
- Participate in scheduled meetings.
- Review recommendations and deliverables.
- Maintain responsibility for final organizational decisions.

5. Fees
Client shall pay Consultant according to the package selected in Exhibit A. Invoices are due within: **15 days of invoice date.** Late payments may incur: **1.5% per month** on past due balances.

6. Independent Consultant
Consultant is an independent contractor and not:

- An employee
- Officer
- Director
- Volunteer
- Agent of Client

unless separately designated in writing.

7. No Guarantee of Outcome
Consultant provides recommendations, guidance, planning, and advisory services. Client acknowledges that Consultant cannot guarantee:

- Fundraising results
- Membership growth levels
- Grant awards
- Sponsorship revenue
- Board actions
- Organizational decisions

or other outcomes dependent upon third parties.

8. Confidentiality
Both Parties shall maintain confidentiality regarding:

- Financial information
- Strategic plans
- Donor information
- Personnel matters
- Board discussions
- Proprietary information

except as required by law. This provision survives termination.

9. Intellectual Property
Materials developed specifically for Client become property of Client upon payment in full. Consultant retains ownership of:

- Proprietary templates
- Methodologies
- Frameworks
- Training materials
- Assessment tools

while granting Client an ongoing license to use deliverables produced under this Agreement.

10. Fundraising Activities
Where fundraising services are provided: Consultant serves in an advisory and planning role unless otherwise specified. Compensation shall not be based upon a percentage of charitable contributions unless explicitly authorized by applicable law and agreed in a separate written amendment.

11. Limitation of Liability
Consultant's liability shall be limited to fees paid under this Agreement during the preceding six months. Neither Party shall be liable for indirect or consequential damages.

12. Termination
Either Party may terminate this Agreement with: **Thirty (30) days written notice.** Client remains responsible for payment of services rendered prior to termination.

13. Dispute Resolution
The Parties agree first to attempt good-faith mediation before initiating litigation. Venue shall be in: **Canadian County, Oklahoma** and Oklahoma law shall govern this Agreement.

14. Entire Agreement
This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions and understandings.

SIGNATURES

Prairie Gate Leadership, LLC

By: _____ Date: Click or tap to enter a date.
Todd Branson, Owner

Client: Click or Tap to enter Business / Client Name

By: _____ Date: Click or tap to enter a date.
Authorized Representative

Title: Click or tap to enter Title.

PRAIRIE GATE LEADERSHIP

Exhibit A: Selected Service Packages

prairiegateleadership.com | *todd@prairiegateleadership.com*

PRAIRIE GATE ESSENTIALS

$495/month

Includes:

- One strategic advisory session per month (up to 60 minutes)
- Email support
- Governance consultation
- Board and leadership questions
- Resource recommendations

Term:

☐ Month-to-Month
☐ Six Months
☐ Annual (Twelve Months)

PRAIRIE GATE GROWTH

$995/month

Includes:

- Two advisory sessions per month
- Governance review and support
- Membership and revenue strategy
- Fundraising consultation
- Board development guidance
- Priority email support

Term:

☐ Six Months
☐ Annual (Twelve Months)

PRAIRIE GATE STRATEGIC PARTNER

$2,500/month

Includes:

- Fractional executive support
- Up to 10 consulting hours monthly
- Board meeting participation
- Strategic planning support
- Leadership coaching
- Priority scheduling
- Organizational growth advisory

Term:

☐ Six Months
☐ Twelve Months

Additional Services (Optional)

Service	Fee
Bylaw Review	$750-$2,500
Governance Audit	$2,000-$5,000
Board Retreat Facilitation	Starting at $2,500
Strategic Planning Engagement	Starting at $5,000
Leadership Workshop	Starting at $1,000
Keynote Speaking	Custom Quote

PRAIRIE GATE LEADERSHIP

Exhibit B: Prairie Gate Leadership Core Principles

prairiegateleadership.com | todd@prairiegateleadership.com

Every engagement is rooted in:

Leadership

- Developing capable leaders.
- Building healthy organizations.

Stewardship

- Managing resources wisely.
- Operational excellence, financial oversight, and sustainability.

Growth

- Creating sustainable momentum.
- Membership, revenue, sponsorships, and organizational capacity.

Brand Promise

- Operational excellence, financial oversight, and sustainability.
- **Opening the Gate to What's Possible**

Our Mission

Prairie Gate Leadership exists to help mission-driven organizations unlock growth, strengthen leadership, and expand their impact. We guide associations, nonprofits, and agricultural enterprises through strategic planning, membership development, partnership cultivation, and operational excellence, opening the gate to new opportunities while honoring the values that built their success.

"Helping membership associations, nonprofits, community organizations, and emerging leaders build sustainable growth through governance, fundraising, operations, and leadership development."