

Corporate Sponsorship & Donations Guidelines (version 3 - draft)

Introduction

Corporate sponsorship and donations enhance the capabilities of St Stephen's School and the school's Parents and Friends Association (P&F) to deliver educational and other services to our community. As we have a vibrant and active community many opportunities for sponsorship and donations present themselves. This guideline articulates how corporate sponsorship and donations are to be managed.

Definitions

Corporate Sponsorship is the negotiated provision of ongoing support by a sponsor to the School or P&F in return for a benefit to the sponsor

Event Sponsorship is the one-off provision of cash, goods or services by a sponsor to the School or P&F in return for a one-off benefit to the sponsor.

Sponsor can be any organisation or an individual that the School or P&F agrees to be associated with.

Ongoing Support includes the provision of cash or the supply of goods and services where the benefits to the school are realised over a 12 month period or longer.

Sponsorship benefit may include one or more of the following: advertising; publicity; and/or preferred supplier status.

Donation is the provision of cash, goods or services by a sponsor to the School or P&F that is not reliant on a sponsorship benefit.

Guidelines

- All sponsorship and donations must be consistent with the values and goals of St Stephen's School.
- Corporate sponsorships require a written agreement.
- Staff and P&F members must not individually benefit as a result of sponsorship and donations. The sponsorship or donation must benefit the school community.
- The P&F shall manage their own donations and event sponsorships; however any corporate sponsorship must be managed by the Principal.
- All sponsorships and donations are to be recorded in a register and must be identifiable for audit purposes. The P&F shall maintain their own register and make it available to the Principal on request.
- The Principal shall maintain the right to reject any sponsorship or donation.
- The P&F shall have access to the school's register to identify any preferred supplier arrangements; however, this does not mean the P&F is bound by school arrangements.