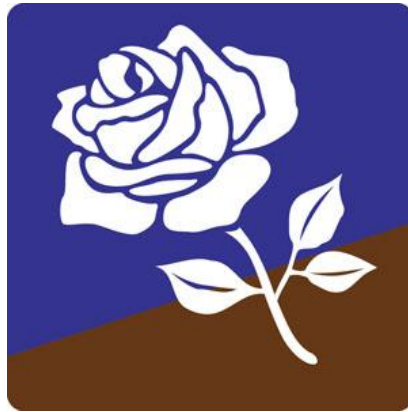


Rosalie Primary School



DONATIONS & SPONSORSHIP POLICY

Donations & Sponsorships Policy

Purpose Statement

Donations and sponsorships provided to Rosalie Primary School support the provision of resources for the benefit of the student population. This policy provides the framework for the acceptance or non-acceptance of donations and sponsorships offered to the school. It provides no guidance for donations and sponsorships offered to the school's Parents' and Citizens Association.

Objectives

The objectives of Rosalie Primary School's Donations and Sponsorship Policy are:

- 1) To enable donors to assess the appropriateness of their proposed donation or sponsorship
- 2) To ensure that all donations and sponsorships are consistent with existing legislation and policy

Existing Legislation and Policy

The policy is based on the requirements of:

- *School Education Act 1999*
- *School Education Regulations 2000*

Depending on the nature of the donation or sponsorship, the following policies may be relevant:

- *State Supply Commission procurement policy*
- *WA Government Advertising Policy*
- *Healthy Food and Drink Policy – Rosalie Primary School*
- *Sustainability Policy – Rosalie Primary School*

Definitions

Donation is where an external party gives something to the school with no expectations, including the expectation of public acknowledgement. No sponsorship agreement is required for donations.

Sponsorship is a two way partnership where the school provides benefits to the sponsor and the sponsor provides benefits to the school. The benefits may be financial (cash) or non-financial (in-kind). A formal sponsorship agreement must be entered into for all sponsorships.

Procedure

The Principal has the sole responsibility for accepting or declining donations and sponsorships for the School. In doing so the Principal shall:

- Comply with the Act and Regulations. These specify that the school must not receive donations that “endorse, recommend or promote any goods or services”. For example, a donation of stationery that includes the contact details of the donor business may not be consistent with the Act and Regulations.
- Ensure that the donation or sponsorship is consistent with the existing legislation and policies. For example, a donation of hamburgers for students on an excursion or a sponsorship from a fast-food chain may not be consistent with the Healthy Eating Policy
- Ensure that the donation or sponsorship builds the brand and reputation of the school.
- Conduct a risk assessment.

Monitor & Review

Rosalie School Board will review the effectiveness of this policy at least once in three years and make any recommendations for improvement.

Title	Donations and Sponsorship Policy
Function/s	This policy provides the framework for the acceptance or non-acceptance of donations and sponsorships offered to the school.
Owner	School Principal

Document Modification History

Version Number	Date	Primary Author(s)	Description of Version	Date of Next Review
1	3/8/2015	Annie Macnab	First issue	August 2018