

SPONSORSHIP POLICY

Purpose

This policy aims to ensure that Damascus College, as a Christ-centred learning community, seeks and offers sponsorship opportunities within a formalised framework. This policy provides clear guidelines for financial or in-kind partnerships, in line with the College's vision. This policy aims to ensure that Damascus College maximises sponsorship opportunities, which will enhance the College's resources through a strategy of developing positive and purposeful partnerships within the community.

Scope

This policy applies to all members of the College community.

Definitions

Sponsorship is a financial or in-kind arrangement in which a sponsor provides a contribution to support Damascus College community members in return for certain specified benefits, or in which Damascus College provides a financial or in-kind contribution to a third party for certain specified benefits.

Financial Sponsorship is money provided by a sponsor either as a one-off payment or via an ongoing arrangement over a period of time.

In-kind Sponsorship is a non-monetary contribution provided by a sponsor either as a one-off arrangement or over a period of time.

A **Sponsor** is the business, organisation or person providing the sponsorship, either financial or in-kind.

Policy statement

It is Damascus College's policy to have a consistent process for the consideration of all sponsorship opportunities. All sponsorship opportunities must be approved by the College's Leadership Team with the ultimate decision being at the discretion of the Principal.

Usually priority will be given to sponsorship for internal purposes or charitable organisations consistent with the College mission and policies.

The following must be taken into consideration when making or considering sponsorship requests:

- the sponsorship must not conflict or be seen to conflict with the vision and values of Damascus College;
- the sponsorship must not limit the College's ability to carry out its functions fully or impartially;
- the objectives, benefits, terms and conditions of the sponsorship must be agreed and understood by both parties prior to the sponsorship transaction taking place, including the ways in which the Sponsor will be recognised for their contribution.



- the College cannot recommend goods, services or businesses;
- an employee of the College must not receive any personal or perceived benefits from the sponsorship;
- where a member of the school community seeks sponsorship for individual pursuits, sponsorship will only be given where a mutual benefit with the wider school community can be demonstrated, and;
- sponsorships must not relate to direct commercial dealings between the College and organisations.

Responsibilities

The Principal and Leadership Team are responsible for the implementation of the policy.

Consequences

Damascus College will:

- develop procedures for sponsorship arrangements which are both sought and offered by the College;
- maintain a database of all sponsorship arrangements;
- provide appropriate recognition and/or promotion of sponsors; and,
- provide resources to enact this policy.