

SPONSORSHIP POLICY

Purpose

This policy aims to ensure that Damascus College seeks and offers sponsorship arrangements within a formalised framework that provides clear guidelines for financial or in-kind partnerships, in line with the College's vision, mission and values.

Scope

This policy applies to all staff, students, alumni and Damascus community members who seek or offer sponsorship on behalf of Damascus College.

Definitions

A **sponsorship** is a financial or in-kind arrangement in which a sponsor provides a contribution to support Damascus College 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 – money provided by a sponsor either as a once-off payment or via an ongoing arrangement over a period of time.

In Kind Sponsorship – a non-monetary contribution provided by a sponsor either as a once-off arrangement or over a period of time.

Sponsor – the business, organisation or person providing the sponsorship, either financial or in kind.

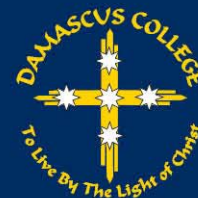
Recipient – the business, organisation or person receiving the sponsorship, either financial or in kind.

Policy Statement

It is Damascus College's policy to have a consistent process for all sponsorship requests being made by the College, as well as for the consideration of any requests being made to the College.

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, mission 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;
- the cost of managing and evaluating sponsorships should not outweigh the value of the sponsorship;
- an exit clause must be included in all sponsorship agreements which allows the College to terminate the sponsorship arrangement, should the nature of the arrangement become unsatisfactory;
- the College logo must not be overshadowed by the Sponsors' logo at any time;
- where acknowledgement of a Sponsor is to occur on any College-crested uniform items, approval from the Principal is required; and



- 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.

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

Responsibilities

The Principal and the Leadership Team have overall authority for the implementation of this policy.