



Sponsorship, Fundraising and Donations Policy

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School	<input type="checkbox"/>	Executive Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access		All Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open	<input checked="" type="checkbox"/>	Association Members	<input type="checkbox"/>	<input type="checkbox"/>
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Revision History

Published	Version	Approved By	File Name
01/06/2008	1.0	CEO	Sponsorship, Fund Raising and Donations Policy SCEA 20080601
17/10/2017	2.0	CEO	Sponsorship, Fundraising and Donations Policy 17/10/2017

Genealogy

This Policy replaces: Sponsorship, Fund Raising and Donations Policy SCEA 20080601

This Policy was cancelled and superseded by: N/A or file name on dd/mm/yyyy

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Preamble

Swan Christian Education Association (SCEA) encourages Sponsorships, Fundraising and Donations in the context of seeking greater involvement of families, friends and the broader community in supporting SCEA and its objectives.

Sponsorships, Fundraising and Donations must be approved by the Principal or CEO to ensure they comply with the organisations Christian ethos. Generally, forms of gambling (including raffles) do not meet this guideline.

Scope

This policy covers all sites owned and/or operated by SCEA. All members of SCEA staff and volunteers must comply with this policy.

Context

The Association may, from time to time, review and update this policy to take account of changes to the Association's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

This policy should be read in conjunction with the **SCEA Naming Facilities and Naming Rights Policy**.

Policy

Sponsorship

Sponsorship means the payment of funds or the provision of services, in return for naming rights or other favourable representation in respect of SCEA property or activities.

Sponsorship is for a limited and defined period. The SCEA Naming Facilities and Naming Rights Policy is applicable for permanent arrangements.

SCEA may seek sponsorship from potential support groups or it may receive unsolicited offers.

School related sponsorship is to be approved by the Principal, in consultation with the CEO. Association related sponsorship, by the CEO. It is the responsibility of the approving authority to ensure:

- Sponsorship should result in a mutually beneficial outcome for the support group and the school or Association.
- Sponsorship offers or applications are to be assessed on their merits on a case by case basis and must be accepted in writing by the school or Association.
- The approving authority or the Board, has the right to cancel any sponsorship agreement at any time, renegotiating terms as required.
- Products or services which are considered by SCEA as promoting behaviours or other interests as being or likely to become contrary to the Christian ethos of SCEA

will not be accepted. Specific products or services excluded in any sponsorship are those related to alcohol, cigarettes and gambling. SCEA may add other categories to the exclusion.

- All sponsors shall be required to hold SCEA harmless from any loss howsoever arising from the display, sale or any other use to which their product or service may be put. This may require production of appropriate certificates of insurances and other assurances.
- Sponsorship approval conditions shall apply without exception to the sponsor's employees or other representatives who shall comply with any direction of a SCEA representatives concerning the management and control of the product or service that is the subject of sponsorship.

Fundraising

Fundraising is the process of soliciting and gathering money or gifts, by requesting donations from individuals, businesses, charitable organisations or government agencies. This includes the on selling of products or services to the advantage of SCEA.

School related fundraising is to be approved by the Principal. Association related fundraising, by the CEO. It is the responsibility of the approving authority to ensure the following are clearly understood and applied by the applicant and the participants:

- Each fundraising activity should have a clearly stated set of aims, all of which must satisfy the permitted objects of the Association.
- The nature of the relationship between the fundraising activity and the school or Association must be clear to members of the public and potential donors. The results of fundraising activities must be transparent and made public (e.g. newsletter stating that \$5000 raised for nature playground and this was fully utilized in building the playground).
- Forms of gambling (e.g., raffles) are not acceptable.
- Fundraising Committees should be a subset of the School Committee or report directly to the Principal. This is mainly to ensure there is a Christian element in the Committee and the members understand the issues surrounding gambling.
- The payment of a sum of money for which something is offered in return is acceptable. Door prizes and silent auctions are acceptable.
- All fundraising activities must be approved on every occasion, regardless of whether the same fundraising activity has been approved in the past.
- All fundraising activities must be voluntary for students, parents and staff.
- Fundraising cannot in any way be connected to grades, class standing or other recognition.
- If fundraising activities are offered to raise funds for trips or anything else, students who do not or cannot raise the money must have the same opportunity regardless.
- Fundraising activities projects must not involve students in door-to-door sales.
- Students should deposit cash amounts collected with school staff as soon as possible and monies raised must go into school accounts.
- All statements made by the school or Association in its fundraising appeals about the use of the gift must be honoured. The donor's intent is related to both what was communicated in the appeal and to any donor instructions accompanying the gift.

Communications made in fundraising appeals may create a legally binding agreement or restriction.

- On request, the Association must provide a report, including financial information, on the project for which it is soliciting fundraising contributions.

Donations

Donations refers to gifts given, and may take various forms, including cash, services and new or used goods that will benefit SCEA.

- Tax deductible gifts may not be used to pass money or benefits to any named individual for personal gain.
- Property or gifts in kind received by the school or Association should be acknowledged describing the property or gift accurately, without a statement of the gifts market value. It is the responsibility of the donor to determine the fair market value of the property for tax purposes.
- The Association must take every effort to avoid accepting a gift from or entering into a contract with a prospective donor, which would knowingly place a hardship on the donor or place the donor's future well-being in jeopardy.
- The representative of the school or Association, when dealing with persons regarding commitments on major estate assets, must encourage donors to seek legal advice or the services of their accountants or other professional advisors.
- Monetary/cash donations will usually be paid into the School Development Fund. Voluntary Contributions to this fund over \$2 are tax deductible.
- Monetary/cash donations can be earmarked for specific purposes (e.g. the purchase of library books) as agreed between the Principal and donor.