

# Halton District School Board

## *Operational Policy*

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<b>NUMBER:</b>	<i>to be determined</i>
<b>TOPIC:</b>	<b>Corporate Partnerships / Sponsorships</b>
<b>EFFECTIVE:</b>	<b>February 2004</b>
<b>CROSS-REFERENCE:</b>	<b>None</b>
<b>REVISION DATE:</b>	<b>February 2007</b>
<b>RESPONSIBILITY:</b>	<b>Superintendent of Business Services / Treasurer</b>

### **POLICY STATEMENT:**

WHEREAS the Halton District School Board strives to create opportunities for students to access the highest quality education possible,

expects that partnerships, sponsorships and donations will be beneficial to the education of students and will not compromise or exploit students or staff,

appreciates that the Board has a responsibility to address equity of student opportunity and acknowledges that communities have different needs, values and access to potential resources and opportunity for corporate involvement,

recognizes the need to protect students, staff, schools and the Board in any partnership or sponsorship agreement,

values school-based decision-making and initiatives, the involvement of school councils, as well as public awareness in order to ensure educational benefits to students and staff are the prime focus, and

recognizes that partnerships, sponsorships and donations may mutually benefit education, the community and business and provide opportunities for increased community participation in the education process;

THEREFORE, the Halton District School Board will seek partnerships, sponsorships and donations with and from persons, groups, communities and business entities and organizations which will benefit the Board's educational objectives, are consistent with the goals of the Halton District School Board, will not compromise or exploit students or staff, and will strive to balance educational opportunities for students.

### **PROCEDURES:**

#### 1. Definitions

Partnerships – A mutually beneficial and long-term relationship based on similar ethical and philosophical goals. The partnership is essentially a cooperative exchange of human, intellectual or material resources which is formally acknowledged.

Sponsorships – A formal and clearly defined monetary relationship that is established for a specific program or services. This relationship is essentially an agreement that is written, time specific and consistent with the goals of the Board. It may also include the exchange of goods and/or services where there is a price reduction in return for advertising or other benefits.

Donation – A gift that involves money, materials or services where the only tangible benefits the donor receives are a letter of thanks and (excluding services) a charitable donation receipt for tax purposes.

2. Approval Limits

The following are approval limits for corporate partnerships, sponsorships and donations:

<b>Area Receiving Donation</b>	<b>Maximum Dollar Value</b>	<b>Maximum Term</b>	<b>Approval Necessary</b>	<b>Approval When Over Limit</b>
One School	\$50,000	3 years	Principal	Superintendent
Group of Schools	\$100,000	3 years	Superintendent	Admin Council
Board-wide	Any	Any	Admin Council	

NOTE: All agreements entered into for partnerships, sponsorships or donations must comply with all Board Policies and Procedures.

The Principal/Superintendent/Admin. Council will annually review partnerships, sponsorships and/or donations to ensure that the educational benefits continue to be provided.

3. Donor Recognition

The Board may recognize publicly the contributions of partnerships, sponsorships and donations by official Board action, but will not endorse the products or activities of any sponsor, partner or donor.

Official charitable donation receipts will be issued by the Board where the following Canada Customs and Revenue Agency criteria are met:

- a) tangible property, usually cash, has been transferred,
- b) the transfer is voluntary, and
- c) the transfer is made without expectation of any benefit accruing to the donor

Donation Receipts will not be issued for donations of services and gift certificates.