

SPONSORSHIP OF SCHOOL PROGRAMS & ACTIVITIES BY OTHER AGENCIES POLICY

Background:

Community involvement and support of education programs is encouraged by the Board of Directors as it relates to partnerships in the education system. The Board realizes that sponsorship of school programs and activities can have a wide range with respect to activities, services, donations, etc and therefore, must set guidelines to give direction.

Policy:

1. The Board welcomes the assistance of individuals or groups who wish to provide help and/or material or financial support for the benefit of students.
2. The Board shall approve the acceptance of significant gifts, loans and financial support and reserves the right to refuse donations which fail to meet the guidelines set out in this policy or which are deemed to be inappropriate. A significant gift is one with a value of at least \$5000.00.
3. Receipts for income tax purposes will be issued for all gifts of material or money received upon the donor's request.
4. All gifts placed in the school or facility to which the donation is made will be the property of the Phoenix Home Education Foundation.
5. The following criteria are set out as guidelines for accepting gifts, loans and/or financial support:
 - All gifts or loans must enhance programs or facilities.
 - The general welfare and interest of students and staff must be considered.
 - Facilities and equipment donations will be used efficiently and effectively, as determined by school administration.
 - Unnecessary duplication should be avoided.
 - Space for storage and maintenance of equipment being proposed as a gift or loan must be considered.
 - The cost involved in the use or maintenance being prepared as a gift or loan must be considered.
 - Decisions to accept gifts are to be made in a non-partisan manner.

- The acceptance of a gift or loan must not place the Foundation under any obligation to the sponsor, beyond reporting and recognition
 - The Foundation will sign a sponsorship agreement with any organization that is sponsoring an event or a room. The administrator may, at their discretion, sign a sponsorship agreement with any sponsors.
6. The item or activity sponsored may recognize the business or the sponsor, but the predominance of the activity as being that of the school must be maintained.
 7. Specific guidelines for scholarships shall be established in respect of amounts and purpose.
 8. A Patron's board shall be displayed to recognize donations of gifts or money in the value of \$500 or more. Recognition and appreciation may be extended on other ways at the discretion of the Board.

Date Reviewed: June 7, 2016 - via email

Board Chair: _____

Board Secretary: _____