ST MATTHEW’S PRIMARY SCHOOL COMMUNITY COUNCIL

DONATIONS AND SPONSORSHIP POLICY

Purpose
To establish a policy position for the St Matthews Community Council regarding financial support for organisations and individuals by way of sponsorship and/or donations.

Background
One of the roles of the Community Council is to support fund raising activities for and on behalf of the school. These funds are used for a range of purposes, including improving the internal and external school environment, purchasing resources to support the broader education curriculum and subsidising (as appropriate) the provision of canteen services.

Within the school community there are a wide range of charities that receive support from individuals, families and groups. From time to time, the Community Council will be asked to provide a donation to a specific charity or charitable event.

Similarly, from time to time, requests for sponsorship will be made by students undertaking representative duties in sport, music, drama etc.

While each request may be worthy of financial support or sponsorship, this needs to be balanced against ensuring that funds raised in the name of supporting the school are spent accordingly and that the core focus is on improving school outcomes.

Policy Position
With respect to requests for donations by charities or individuals and groups acting on behalf of a charity, the Community Council Executive will assess each request on a case-by-case basis. Unless there are exceptional circumstances, donations will be capped at a maximum of $100.00.

With respect to requests for sponsorship by students undertaking representative duties in sport, music, art, drama etc., the Community Council Executive will assess each request on a case-by-case basis, however, as a general policy:

- where the event is taking place within the ACT or nearby region, sponsorship will be capped at $100.00;
- where the event is taking place outside the ACT, sponsorship will be capped at $200.00.

Applications for funding should be made by written letter to the Community Council Executive.

Review
This policy should be reviewed, revised (as appropriate) and endorsed at the beginning of each year school year by the Community Council Executive to ensure that it continues to reflect the views of the St Matthews school community.

(Last updated – March 2012)