



The HCDSB believes that it has a responsibility to ensure fair and equitable dealings with all members of the community.

Definitions

Agreements will vary in nature depending on the situation. Normally, in exchange for access to schools or the HCDSB's services, an individual or business agrees to the school or system with goods or services at a preferential rate or at no cost to the HCDSB.

Donation is support offered by a community group or business, in cash or as in-kind, to a school or to the system that may or may not involve a public statement of appreciation or recognition.

- x **Sponsorship** is financial support, or other support, afforded by a community group or a business to a school or to the system that may or may not involve a public statement of appreciation and/or preferential treatment to the sponsor.

Requirements

Programs with charitable or community benefit objectives and procedures that ensure that any such programs are:

Congruency with the HCDSB's mission and vision.



If the donor of non-~~cash~~ contributions for ~~educational~~ purposes, an independent assessment of the value of the contribution will have to be obtained. The arrangements will be completed in accordance with *Procedure VI-06 for Charitable Receipts*;

not meet the criteria for a receipt for tax purposes and shall be issued by the Senior Manager, Financial Services; and

Sponsorship

When sponsorship is financial support for schools or the system valued at less than \$10,000 approval from the Superintendent of Business Services is required. Requests for approval must be submitted to the Superintendent of Business Services utilizing the [Sponsorship Approval Form](#). If the consideration is valued at \$10,000 or more, the sponsorship must receive the approval of the Board.

compatible with the

All agreements for sponsorship shall be in writing with a state made at the request of both parties. A copy of all such agreements shall be forwarded to and maintained on file by the Superintendent of Business Services.

Appropriate recognition shall be permitted in acknowledgement of sponsors.

Sponsorship (for example, advertising on a banner), typically does not meet the criteria for a receipt for tax purposes. Requests shall be reviewed by the Senior Manager, Financial Services.

Agreements

Agreements may include preferential access or exclusive services provided by a corporate sponsor.

Except by law, no agreement shall be entered into that is not compatible with the

Agreements less than \$10,000 with either an individual school or the entire system require the approval of the Superintendent of Business Services.

All agreements that provide exclusive consideration to a supplier of the HCDSB shall be approved only after other suppliers have had the opportunity to receive similar consideration. All agreements shall be approved by the Superintendent of Business Services.

Agreements shall normally be for a period no longer than one year but may be subject to renewal.

Agreements that provide exclusive consideration and extend beyond one year shall require Board approval.

Agreements involving consideration valued at \$10,000 or more shall require Board approval.



Business or community groups may contact the Principal or Community Liaison to initiate and negotiate the agreement.

It is the responsibility of the Principal or Community Liaison to initiate the process for initiating the processing of the agreement.

Principals should solicit support from local businesses only or those community groups where there is a local or proximity relationship.

Solicitation to other businesses should be made only through the Superintendent of Business Services, to ensure that duplicate solicitation does not occur. For this purpose, other businesses that are not located within the community served by the school.

Individuals or firms wishing to provide goods or services at a reduced cost or at no cost justifiably believe that they are extending a favour to the school or HCDSP. Therefore, every effort will be made to facilitate a fair and reasonable response to any offer that has been made.

APPROVED: _____ Administrative Council

AUTHORIZED BY: _____
Principal