AP 560 – SPONSORSHIPS

BACKGROUND

The Division believes that education is a shared responsibility within our community. Community involvement in education, which impacts positively and directly on student learning, is welcomed. The establishment of close relationships with community-based organizations, businesses, and other educational institutions enhances public education by uniting schools and the community.

The Division recognizes its responsibility:

1. to ensure the integrity of its educational programs;
2. to prevent staff and students from being restricted to one view or single perspective;
3. to enhance its educational offerings and opportunities when feasible.

Within this framework, the Division appreciates that a rich diversity of mutually beneficial skills, resources and opportunities for corporate involvement with the Saskatoon Public Schools is present within the community.

Sponsorships and donations that are of mutual benefit to schools and the community will be both welcomed and accepted, subject to these procedures.

PROCEDURES

1. A sponsorship is defined as a formal agreement between the Division and a company or community-based non-government organization designed for mutual benefit, and which has a minimum value in excess of $5,000.

2. Sponsorships shall:
   2.1. be compatible with the mission, goals and values of the Division;
   2.2. support and/or enhance the existing curriculum and the accepted methodology of delivering the curriculum;
   2.3. enrich existing curricular and/or extra-curricular programs that are presently funded by the Division. At no time will an educational program become entirely dependent on finances being provided by an external agency;
   2.4. facilitate communication and cooperation amongst education, the business community and the community at large;
   2.5. promote educational opportunities in an equitable manner for all students;
   2.6. promote the welfare of the learner rather than any special interest group;
   2.7. be acknowledged in an appropriate manner;
   2.8. guarantee that the Division and its individual schools retain full control of the school program;
   2.9. only proceed when a signed formal agreement is in place.

3. Information shall be collected in order to determine a potential sponsor’s eligibility. The information shall be attached to the sponsorship agreement and include:
   3.1. the product or service of the sponsor;
3.2. information about the sponsor’s business ownership and history;
3.3. reason(s) for the sponsor’s interest in the Division;
3.4. the program(s) activities, facilities, equipment, or other products which the sponsor wishes to support;
3.5. representative(s) of the firm who will be the sponsorship contact(s).

4. Decisions to participate in sponsorships shall be made in accordance with Section 2 and the following:
   4.1. The Deputy Director is authorized to approve annual sponsorships up to a yearly value of $50,000, in consultation with the Chief Financial Officer;
   4.2. The Director is authorized to approve individual sponsorships up to a yearly value of $100,000, in consultation with the Chief Financial Officer;
   4.3. The Board shall approve individual sponsorships in excess of $100,000.

5. The Board shall be advised of all sponsorship agreements on a yearly basis and a registry of sponsorships shall be maintained by the Director.

6. Tax Receipts
   6.1. In certain situations, sponsorships will merit the issuing of an income tax receipt. Such tax receipts shall be issued through the office of the Chief Financial Officer following guidelines established by him/her in consultation with Canada Revenue Agency. Receipts shall only be issued for values in excess of $500;
   6.2. Appraisal of the value of donated items to provide a dollar value for tax receipt purposes shall be determined by the Chief Financial Officer.

7. Where feasible, the Director and his/her designate will endeavor to achieve fair distribution of sponsorships throughout the schools of the system.

8. A sponsorship shall be terminated in writing if and when:
   8.1. the signed sponsorship agreement is violated; or
   8.2. the sponsor uses the name of the Division outside the parameters of the sponsorship agreement; or
   8.3. sixty days notice has been given by either party; or
   8.4. either party determines if it is no longer in their interest to continue the partnership.

Date Last Revised: November 27, 2017