



SPONSORSHIPS, DONATIONS & PARTNERSHIPS

Background

We believe in the importance of collaborative strategies and partnerships that have the capacity to bring all the community's resources together to support the learning and development of each student. Evergreen Catholic Schools welcomes sponsorships and donations from businesses and other organizations within our communities whose products, values, and business practices align with the Catholic educational Mission and Vision of the Division.

The Division may accept donations and sponsorship(s) from the public to enhance educational opportunities. Receipts may be issued to donors/sponsors in accordance with Canada Revenue Agency (CRA) guidelines.

Community partnerships are agreements between the Division and other organizations for mutually acceptable purposes. The development of partnerships with community businesses and organizations can provide benefits for the Division's students and staff and the staff of community partners and, in the process, increase the community partners' understanding of public education.

Procedures

Partnerships

1. All partnership agreements shall ensure that the Division's obligations with respect to its students are safeguarded.
2. The outcomes of all partnership agreements and subsequent activities must serve to enhance the delivery of a quality experience for students.
3. Partnership agreements shall be designed and operated at the highest levels of community expectations for public education.
4. All partnership agreements require the approval of the superintendent or designate.
5. All partnerships agreements shall be evaluated annually, in accordance with the terms and conditions specified in the partnership agreement.

Sponsorships/Donations

1. The Division is registered with Canada Revenue Agency.
2. Upon acceptance of a sponsorship/donation, the sponsorship/donation becomes the property of the Division.



3. All sponsorship/donations received shall be for advancement of education, such as, but not limited to:

- 3.1 The establishment of student and staff scholarships, or other awards;
- 3.2 The purchase of equipment; and/or
- 3.3 The enhancement of curricular, co-curricular, or extra-curricular programs.

The Division reserves the right to review every donation and determine whether it fits its mission before accepting it.

4. All donations to the Division shall be receipted, recorded and accounted for..

5. All new or used property or non-cash donations must be approved by the superintendent or designate.

6. The following forms of sponsor recognition are permitted.

6.1 A sponsor's commercial logo may be displayed in a school for a temporary, time-specific or event-specific period. This may include promoting extracurricular sporting and fine arts events, acknowledgement of sponsorships, and fundraising activities such as school fun fairs and confectionery sales.

6.2 Sponsor recognition and corporate logos shall be for identification rather than commercial purposes and shall not supersede or dominate the identity of the school or Division property.

6.3 Public notices—including newspapers, radio, television, or any other form of public media—and school publications directed to or intended for parents or the community at large (for example, school newsletter or event program).

6.4 Plaques, pictures or other notices at the school, Division Office or donor's place of business.

6.5 Temporary, non-permanent signage or banner including sponsor's name and/or logo, put in place for the duration of the sponsored program, event, tournament, production, or activity. Sponsors' logos cannot be displayed on school jerseys, permanent signage, or apparel.

6.6 Sponsorships and donations cannot be used for individual and personal gain.

6.7 All sponsorship and donation agreements require the approval of the principal.

7. All requests for an official donation receipt shall be forwarded on Form 526-1 to the Secretary Treasurer, who may require supporting documentation.

7.1 Official donation receipts will only be issued when the amount of the donation is fifty dollars (\$50) or more.



- 7.2 For new or used non-cash donations, if an official donation receipt is requested, the donor will provide an independent valuation of the fair market value of the gifted property. The value of non-cash donations must be determined based on the CRA's guidelines.

Reference: Section 33, 68, 192, 222, Education Act
Canada Revenue Agency