



# BURGESS HILL

— GIRLS —

## Donations and Sponsorship Policy

3.6.1

(Whole School including EYFS)

### Introduction

Burgess Hill Girls gratefully receives donations that advance our goals and mission. Donations and sponsorships can be important sources of funding and the School/Charity welcomes cooperation with individuals, corporations, and private businesses in the pursuit of shared values. However, the integrity of the School/Charity must not be compromised as a result of such donations. The Board of Governors has adopted the following policy to clarify the conditions under which the School/Charity accepts donations, to provide the underlying principles for soliciting donations, and to identify situations for which Board approval is required prior to acceptance of a donation.

### Implementation

This donations policy will be used to guide and inform the fundraising activities of the School/Charity. Burgess Hill Girls staff and volunteers are expected to comply with this policy.

Staff will work with the Head in advance of soliciting donations, when appropriate, to ensure that the intent of this policy is carried out. The Head is directed to evaluate donations for consistency with this policy. For donations that are not consistent with the policy, the Head must either decline the donation or seek approval from the Board of Governors for an exception to the policy.

### POLICY

#### A. DONATIONS - GENERAL

##### 1. Acceptance of donations

The School will gratefully accept monetary or in-kind donations if:

- a) The donation is wholly consistent, in fact and appearance, with the articles, activities, policies, mission and goals of the School/Charity.
- b) The donation is not linked to a requirement that the School/Charity endorse any products, policies, or services.

##### 2. Limitations

- a) The School/Charity will accept any unrestricted or restricted donation that clearly corresponds to the School/Charity's Articles of Association. Where a donor wishes to make a contribution and the restrictions do not correspond to School/Charity's Articles of Association, the Board must approve the project and restrictions, or the School/Charity must decline to accept the donation.

**3. Acknowledgement**

The School/Charity will be pleased to provide recognition to donors in a mutually agreeable format.

**4. Disclosure**

- a) The School/Charity will provide a copy of the Donations Policy to any corporation, business, and organisation or individual that requests them.
- b) The School/Charity will post its Donations Policy on the School's website.

**B. Corporate and Business Donations**

In addition to the policies described under "A. DONATIONS - GENERAL," the following also apply to corporate or business donations.

**1. Eligibility**

The School gratefully accepts monetary or in-kind donations from any corporation or business provided that:

- a) the donation comes without conditions or requirements that negatively affect the integrity, or the appearance of the integrity, of the articles, activities, policies, mission and goals of the School/Charity.
- b) the donor company is not involved in enterprises that may be construed to be contrary to the articles etc of the School/Charity.

**2. Board Approval**

Board approval is required for corporate or business donations that exceed £5,000 in cash or value.

**3. Conflict of Interest**

To avoid potential conflicts of interest, board members that have a financial interest in a business or corporation shall excuse themselves from the vote to accept a donation from that business or corporation.

**4. Acknowledgement**

- a) Corporate and business donors will be acknowledged in a method comparable to that of individual Major Donors.
- b) Recognition of a corporate donation on school/charity publicity material/sports kit etc is allowed but the size and style of the recognition must not dominate the item.