

Sponsorship Checklist

To proceed with a sponsorship or commercial arrangement run through the checklist below. Questions 1-8 should be answered 'yes' in order to proceed. Question 9 determines whether you will require further consultation. Contact bed@det.nsw.edu.au or **7814 3863** for assistance completing the checklist.

1. **Is the organisation reputable and do its values align with the Department's?**

a. Yes / No

2. **Is the Principal confident that entering into an agreement with the organisation will not create a conflict of interest?**

a. Yes / No

3. **Is the agreement the result of:**

- an open and transparent process [a published call for expressions of interest (EOI)] or;
- if the school has made a direct approach the reasons have been documented, or;
- if the school has accepted an unsolicited proposal the reasons have been documented

a. Yes / No

4. **Will the revenue or benefit from the agreement be used to support teaching and learning, meet an identified need within the school and supplement funds allocated to educational programs?**

a. Yes / No

5. **Is the Principal confident that there will be no endorsement of the organisation's products or services by the department, employees or students?**

a. Yes / No

6. **Is the Principal confident that the school can deliver all the benefits in the agreement?**

a. Yes / No

7. **Is the school receiving a fair exchange of value for what it is offering?**

a. Yes / No

8. **Will the sponsorship or commercial arrangement be formalised with a written agreement or contract?**

a. Yes / No

9. **Is the proposed sponsorship or commercial arrangement under \$50,000 in value and does it involve only a single school?**
- a. Yes - proceed with the sponsorship / commercial arrangement
 - b. No - review the proposal with your Director, Educational Leadership, Procurement Solutions directorate, and the Business Engagement and Development team for approval.