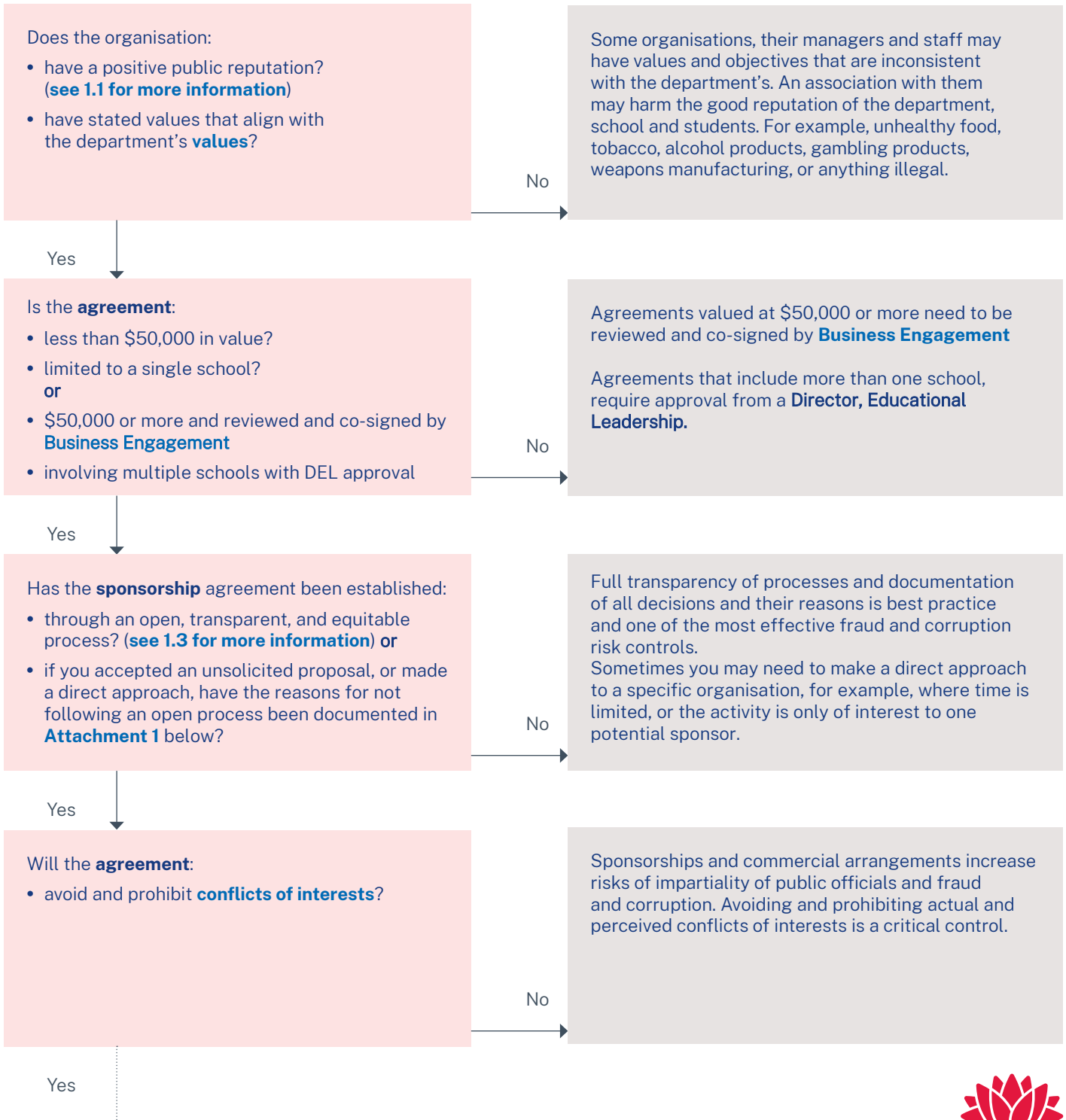
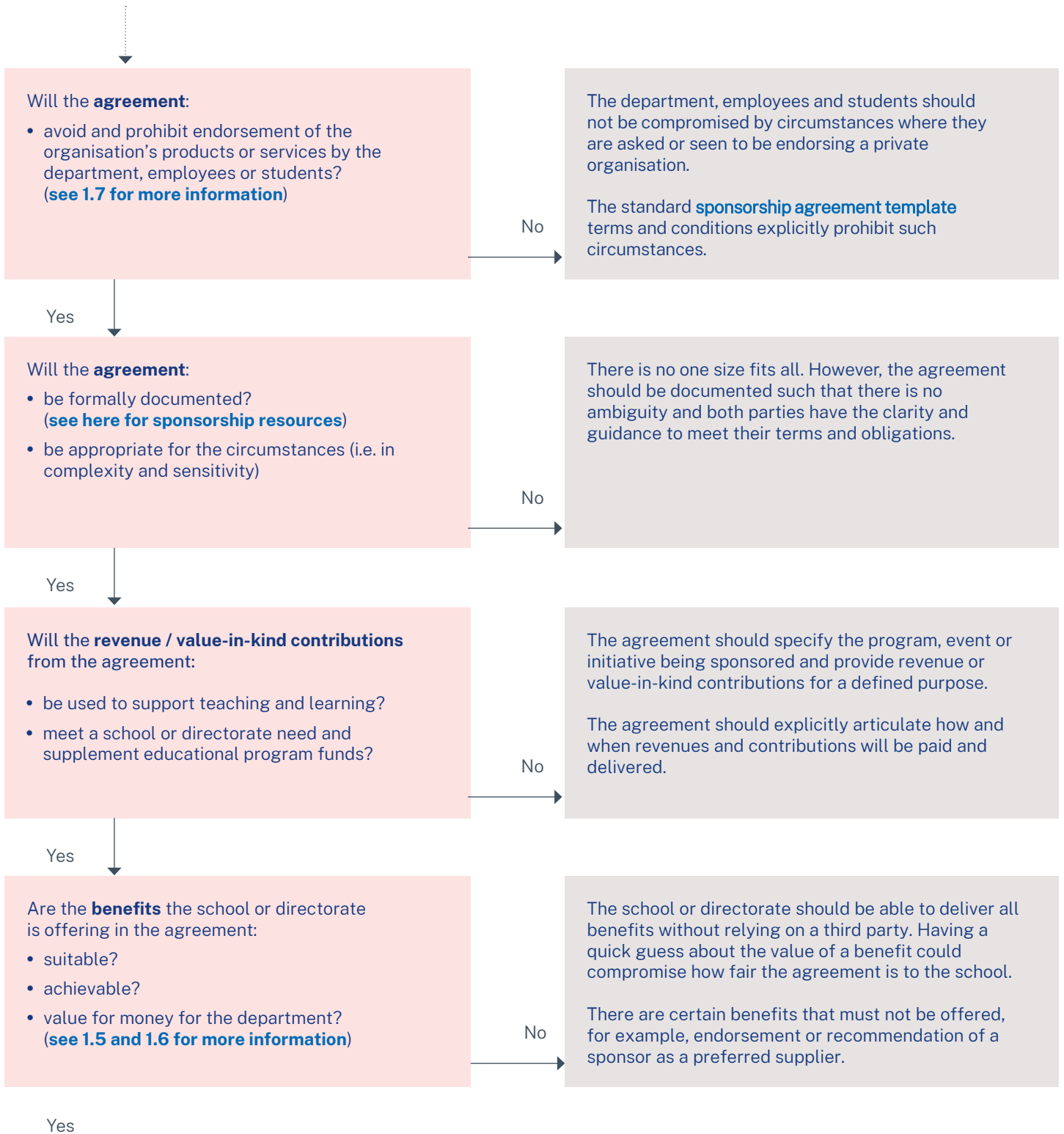


# Sponsorship Risk Assessment

Used by a principal or manager to assess and manage risks in sponsorship or commercial agreements. This document must be filed with the **Sponsorship Agreement**. If you answer 'No' to a question, you may contact [be@det.nsw.edu.au](mailto:be@det.nsw.edu.au) or **7814 3863** for support.





## Sponsorship details

This form can be used for a single sponsor, or multiple sponsors associated with a single program or initiative.

Sponsored program/initiative

School/directorate

Sponsor organisation

Sponsor organisation  
contact name

Sponsor organisation  
contact phone/email

Cash value ⓘ  
link to schools finance  
sources of revenue page

Value-in-kind ⓘ  
link to sponsorship register

Start date

/ /

End date

/ /

## Declaration

I have read and understood the Sponsorship Risk Assessment.

I **do not have** a real or perceived conflict of interest relating to this sponsorship agreement, **OR**

I **have** made a declaration of a conflict on a **Conflict of Interest Management and Declaration Form** and which is filed with this document.

Other major risks identified relating to this sponsorship, and/or reasons for making a direct approach or accepting an unsolicited proposal, are set out in **Attachment 1** (if applicable/required)

The risk level for this sponsorship initiative **OR**  
is acceptable.

The risk level for the sponsorship initiative  
is not acceptable.

Signature

Name

Title

Date

/ /

## Attachment 1 Risk Identification and Management

### Risk 1

Descriptor

Likelihood

Consequence

Actions to mitigate the risk

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### Risk 2

Descriptor

Likelihood

Consequence

Actions to mitigate the risk

**Note:** Use this attachment for risks associated with **entering the sponsorship** and risks specific to any **value-in-kind products** or **services** provided.

If the sponsorship activities include events and activities with risks, they can be documented and addressed separately later using the **risk assessment template** on the department's **variation of routine page**.



**Attachment 1** continued - Risk Identification and Management

**Risk 3**

Descriptor

Likelihood

Consequence

Actions to mitigate the risk

---

**Risk 4**

Descriptor

Likelihood

Consequence

Actions to mitigate the risk

**Note:** Use this attachment for risks associated with **entering the sponsorship** and risks specific to any **value-in-kind products** or **services** provided.

If the sponsorship activities include events and activities with risks, they can be documented and addressed separately later using the **risk assessment template** on the department's **variation of routine page**.

