Sponsorship Declaration Form - Schools

*Sponsorships greater than $25,000 must be reported to the Strategic Communications Branch*

*To be submitted by the authoriser of the sponsorship within 14 days of the offer.*

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| **Type of sponsorship:** [ ]  Incoming [ ]  Outgoing **School Name:** ...............................................................................................................................**Contract name/role:**............................................................................................................................... ...............................................................................................................................**Name of sponsorship (or event):** ................................................................................................................**Sponsorship received from / offered to (organisation name):** ...............................................................................................................................**Contact name/role:** ...............................................................................................................................**Contact number:** ...............................................................................................................................**ABN**  ........................................................................................**GST registered: Yes/No** **Description of arrangement:** …….................................................................................................................**Sponsorship purpose/intended use:** ..........................................................................................................**Timing and duration:** ...............................................................................................................................**Value** *(direct or in-kind)***:** …………..................................................................................................................**DET contact for this declaration:****Name:** ............................................................... **Position:** .............................................................................**Phone Number**: .......................................... **Signature:**................................................**Date:** ..... /.... /..... |
| Declaration by authorised delegate: (Executive Director or financial delegate, with equivalent financial delegation authority to the sponsorship amount) I declare that:* this sponsorship complies with the Department’s Sponsorship Policy and Procedure
* this sponsorship offers value for money (i.e. cost benefit analysis conducted)
* a sponsorship agreement (contract) has been executed

Name: ............................................................... Position: .............................................................................Phone Number: .......................................... Signature:................................................Date: ..... /.... /..... |

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| *For Communications Division use only***Decision regarding the sponsorship’s compliance with the process:** [ ]  Declined [ ]  Approved [ ]  Pending decision Sponsorship register updated by:Name and position: .................................……....................................................... Date: ......... /....... /......... |

On completion, please email a scanned copy of this signed form to sponsorship@edumail.vic.gov.au