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: ..... /.... /..... |

*Sponsorship Declaration Form page 2.*

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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](mailto:sponsorship@edumail.vic.gov.au)