



1003.2 Partnerships and Sponsorships

Policy

The Board shall endeavour to develop partnerships with community businesses and organizations that provide mutual benefits to District students and staff, and community partners. The Board requires adherence to the following regulations in order to safeguard the Board's obligations to its students.

Definitions

A **partnership** is an arrangement where the District enters into an agreement with another organization or community agency in order to advance mutual interests.

A **sponsorship** is an arrangement where a person or an organization supports an event or activity financially or through the provision of products or services.

Informal indicates that the agreement is less than one year in duration.

Formal indicates that the agreement extends beyond a year in duration.

Regulations

1. Informal Business Partnership/Sponsorship
 - 1.1. When a school or the District enters into an informal, short-term business partnership or sponsorship arrangement, the terms of the agreement shall be specified using Form 1003.2.1, Informal Short Term Business Partnership or Sponsorship. This document shall include a brief description of the goals of the project and the responsibilities of each of the partners and shall be approved by the Superintendent or designate prior to the commencement of the Business Partnership/Sponsorship.
2. Formal Business Partnership/Sponsorship
 - 2.1. Contractual arrangements with the District for Business Partnership/Sponsorship (e.g. for school use of specific products and/or team or activity sponsorship) are possible with the approval of the Superintendent or designate.
 - 2.1.1. When a school or the District enters into a formal, long-term sponsorship agreement, a contract is required. See Form 1003.2.2.
 - 2.1.2. Only the District may enter into contractual arrangements.



LETHBRIDGE SCHOOL DISTRICT NO. 51

1003.2 Partnerships and Sponsorships, cont'd

- 2.1.3. Donations from community businesses that involve ongoing public recognition are regarded as contracts and must be approved by the Superintendent or designate.
3. Educational Partnerships
When a school or the District enters into an informal or formal educational partnership with another community agency, the following requirements shall be met:
 - 3.1. All educational partnerships require the approval of the Board and/or Superintendent or designate.
 - 3.2. Partner organizations shall have a stated or written commitment to supporting public education.
 - 3.3. The partnership shall foster intellectual growth, cultural or social awareness and/or acquisition of employability skills for students.
 - 3.4. The partnership shall be developed and structured in consultation with all partners.
 - 3.5. A formal agreement shall be developed and signed by partner agencies and shall include:
 - 3.5.1. goals and objectives of the partnership;
 - 3.5.2. the term of the partnership;
 - 3.5.3. defined roles and responsibilities of partners;
 - 3.5.4. terms regarding provision, ownership and/or allocation of resources;
 - 3.5.5. a process to measure and evaluate partnership performance in order to make informed decisions that ensure continuous improvement;
 - 3.5.6. a liability clause for the purpose of protecting the Board;
 - 3.5.7. a dispute resolution process; and
 - 3.5.8. a process that can be used to dissolve the partnership.
 - 3.6. Form 1003.2.3 shall be completed and submitted to the Associate Superintendent Business Affairs to aid in the development of a formal agreement.
 - 3.7. All formal partnerships must be evaluated in accordance with the terms and conditions specified in the partnership agreement.
4. Principals shall:
 - 4.1. inform the Associate Superintendent, Business Affairs, of any proposed school involvement in a formal educational or business partnership/sponsorship;



LETHBRIDGE SCHOOL DISTRICT NO. 51

1003.2 Partnerships and Sponsorships, cont'd

- 4.2. consult, as appropriate, with the School Council, parents, staff, and students in the identification, development, and implementation of formal educational and business partnerships/sponsorships.
5. Community organizations are allowed to supplement personnel assigned to schools through direct financial contributions to the Board, provided that responsibility for all costs, including benefits, are clearly identified in the partnership agreement;
 - 5.1. the terms of employment are according to the appropriate District collective agreement or employment contract;
 - 5.2. the identification and selection of candidates is carried out by the District;
 - 5.3. any personnel so funded and placed in a school are subject to the approval, direction and authority of the principal;
 - 5.4. any personnel so funded and placed in a school are subject to District policy; and
 - 5.5. contracts for supplemental personnel specify that continuing employment is contingent upon a continuing funding agreement with the partnering agency.
6. Community organizations wishing to supplement personnel allocated to schools, but who do not provide direct financial contributions to the Board, shall be allowed to do so provided that:
 - 6.1. the position does not replace the work done by a District employee;
 - 6.2. all costs including benefits are borne by the sponsoring organization;
 - 6.3. the sponsoring organization assumes full responsibility for administrative details concerning the payment of salary and benefits;
 - 6.4. any personnel so funded and placed in a school are subject to the approval, direction and authority of the principal;
 - 6.5. any personnel so funded and placed in a school are subject to District policy unless otherwise specified in the partnership agreement.
7. Directors and Executive Council members shall:
 - 7.1. inform the Associate Superintendent, Business Affairs, of any proposed involvement of the District in an educational or business partnership/ sponsorship;
 - 7.2. consult with other directors and/or principals in the identification, development, and implementation of formal District educational and business partnerships/ sponsorships.



LETHBRIDGE SCHOOL DISTRICT NO. 51

1003.2 Partnerships and Sponsorships, cont'd

8. The Associate Superintendent, Business Affairs shall:
 - 8.1. provide advice and assistance to the Board, schools, Superintendent, and directors to support the development of educational or business partnerships/ sponsorships;
 - 8.2. maintain records of District and school educational and business partnerships and sponsorships; and
 - 8.3. serve as a contact for business and community organizations interested in partnering with District schools.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act:	60
District Policies:	604.2 Off-Campus Education, 607.1 Field Trips, Excursions and Community-Based Activities, 607.3 Instructional Resources and Materials, 803.1 Purchasing, 802.6 Gifts, Grants and Bequests, 1005.3 Advertising, Distribution and Merchandising In and Through Schools
Other:	Freedom of Information and Privacy Act (FOIP)