

<b>POL</b>	<b>DONATIONS TO SCHOOLS</b>	<b>ACS7</b>
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<b>POLICY CODE:</b>	ACS7
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Community Development & Services
<b>SERVICE UNIT:</b>	Grants & Research
<b>RESPONSIBLE OFFICER:</b>	Manager, Community Development
<b>FILE NO.:</b>	182/001
<b>DATE FIRST ADOPTED:</b>	18 November 1997
<b>DATE LAST REVIEWED:</b>	14 September 2017
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	ACS7
<b>VERSION NO.</b>	6

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	26 July 2012 28 August 2014	25 August 2016 24 August 2017
OCM:	18 November 1997 17 September 2002 9 August 2012	11 September 2014 8 September 2016

**BACKGROUND:**

- (1) The City receives requests from schools and Parents and Citizens Associations for donations.
- (2) The City has for a number of years reimbursed schools for the cost of certain items/activities.

**PURPOSE:**

- (1) To set guidelines for dealing with requests for donations from schools and Parents and Citizens Associations.
- (2) To set guidelines for the reimbursement to schools of the costs of certain items/activities.

**POLICY:**

- (1) Application Criteria

All applications to the City from Schools or Parents and Citizens Associations will only be considered if a contribution is made by the applicant and will only be eligible for funding by the City if they meet one of the following criteria:

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1. There is some element of shared responsibility by both the Education Department and the City to the proposal.
2. Where out of school hours usage by the general community is assured and for which there is an identified community need for the facility or activity.
3. The proposal is for extra-curricular activities taken on by students for which the students and Parents and Citizens Association are required to raise funds and the activity is clearly outside the Education Department's area of responsibility.

(2) Reimbursements

The following procedures will apply to requests from Schools located within the District for the reimbursement of costs for the items/activities designated.

1. Upon receipt of an invoice from the Principal of any school within the boundaries of the City of Cockburn, for the supply of sand to that school, the Manager, Community Development is authorised to reimburse the costs incurred for the supply and delivery, up to a maximum of 6m<sup>3</sup> in any one year, with the City's contribution recorded, in dollar value, as a donation.
2. Each school in the Municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day with the City's contribution recorded in dollar value as a donation.
3. The City will reimburse the cost of a maximum of 20 trees and shrubs per year to schools upon receipt of an invoice from the Principal with the City's contribution recorded in dollar value as a donation to a maximum of \$200.00 per financial year.
4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours and the City's contribution is recorded in dollar value as a donation.
5. The City will reimburse to schools within the District the cost of a book for presentation as an annual student graduation prize. A Council representative, to be determined by the Mayor, will be invited to present the Award.