



# Community Partnership Guidelines

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## 1. Definition of a Community Partner

The business must provide a minimum of \$5,000 cash per annum or pro rata from commencement date to the P and C.

In kind assistance may also be provided ie donation of supplies for fundraising events.

The School endorses the partnership between the business and the P and C.

P and C and the School control how the donation is spent.

All proposals for community partnership are to be evaluated by the School Executive followed by the P and C Executive. This evaluation will be against set criteria which are outlined in the Evaluation Process section of this document.

The P and C members would then be advised of the School and P and C Executives recommendation regarding the proposal and those members would vote to ratify that recommendation.

Note- the \$5,000 may be paid in total upfront or may be paid in two instalments being \$2,500 upfront and \$2,500 by end of Term 2.

Note – to be a Community Partner there is no requirement to be a parent of students at Warrawee Public School or have any linkage to the school. Our Community Partnerships Program is about "Community" and no direct weight is to be given to "linkage" to the school.

## 2. Benefit to the Community Partner

The business logo, contact details and website link appear in the Community Partners section on the school website.

A space of 93mmx79.5mm will be provided in each edition of the Warraweekly under Community Partners Banner. This primarily includes the logo and contact details, but allows the partner to outline additional benefits they may offer to the school other than the \$5000 per year. The cost of this is borne by the business and the content of this space is subject to review and approval by the P & C and the School Principal.

Upon entering the community partnership, the business is authorised to produce an A5 double side flyer announcing the partnership to be distributed to each school family. The cost of this is borne by the business and the content of the flyer is subject to review and approval by the P and C and the School Principal. The distribution of this flyer is to be managed by the P and C. Any request for distribution of additional flyers will be subject to formal written approval from the P and C and the School.

No signage is to be placed around the school.

The P and C and the School Principal will give verbal acknowledgement of Community Partners at the end of year Presentation Day and Open Day and any other events deemed suitable.

The P and C will supply each Community partner with a Certificate of Appreciation which may be displayed at their place of business. The business is entitled to state that they are a community partner of Warrawee P.S. P and C Association and the financial support which they have provided.

The P and C will provide the business with a formatted text ie "Proud sponsor of Warrawee Public school P and C ..." which may be used in their marketing material to promote the partnership with Warrawee P and C. They may also be supplied with a few approved photographs taken at relevant social or fundraising events which may be used in their print and digital (Facebook) media. The business, however, is not entitled to use the school logo in any company material.

### **3. Content of the community partnership proposal**

All proposals from businesses should broadly cover:

- Business purpose, history, mission statement and values
- Structure of the business and who the partnership agreement would be between
- Explanation of the financial contribution and if applicable the in kind donations
- How and when the financial contribution is to be paid
- Ability to continue to meet the financial and in kind obligations for the term of the partnership
- What is being sought in return from the P and C, bearing in mind the information contained with these guidelines
- Previous and/or current community partnerships with other organisations

### **4. Term of the partnership and Termination**

The partnership is for a period of 1 year and subject to renewal at the discretion of the P and C and the School.

Both parties may request variations to the partnership and the P and C and the School would jointly consider such a request.

The P and C and the School reserve the right to review and evaluate the community partnership prior to expiration should it be deemed necessary.

Either party may apply in writing to terminate the partnership prior to its expiration for good reason.

The P and C may terminate the partnership at any time should the community partner breach the guidelines outlined in this document. Any monies paid prior to the termination will not be refunded.

### **5. Written agreement**

Each Community Partner will have a Memorandum of Understanding with the P and C, explaining exactly the nature of the partnership and the support being provided to the P and C.

### **6. Exclusivity**

The P and C and the School reserve the right to approve an exclusive industry sector specific partnership with one organisation. In normal practice there will be no limit to the number of community partners from one industry sector, however we reserve the right to alter that standard practice on a case by case basis.

### **7. Evaluation process**

The criteria against which the school and P and C Executive will evaluate all proposals are:

1. Alignment to school values: responsibility, respect and personal best
2. Flexibility of terms ie level of exclusivity and flexibility to engage other community partners across other industries
3. Value for money (actual \$\$ value and value in kind) ie what we actually get
4. What the business is seeking in return for their financial and in kind support (where applicable)
5. Viability of the business meeting the financial and (where applicable) in kind obligations for the duration of the partnership.

### **8. Non Community Partners not excluded from supporting the P and C and the School**

Any business wishing to support the P and C and in turn the school shall not be prevented from doing so because they do not meet the definition of a Community Partner. Such businesses are able to support specific social and fundraising events and such support would be managed on a per event basis.