

4.3 DONATIONS & SPONSORSHIPS

Donations and sponsorships are defined as:

- i) A donation is a request to provide **CSI** products or services at no cost.
- ii) A sponsorship is a request for **CSI** funds.

Whilst there are often sound commercial, marketing and public relations reasons for donations and sponsorships, care must be exercised to maintain acceptable levels of probity, commercial reality and public accountability.

In general a donation or sponsorship will only be approved where there is a net benefit to **CSI** or the Department of Corrective Services and where there is no attempt by **CSI** or its employees to obtain any undue or inappropriate influence.

All requests for donations or sponsorships must be made on the designated form (refer [Form 42.](#)) which is to disclose

- i) To whom the donation or sponsorship is to be made.
- ii) The precise nature of the donation or sponsorship including the quantified cost.
- iii) The benefit accruing to **CSI** as a result of the donation or sponsorship.

All donations and sponsorships are to be signed by the initiator (and certified in the case of Department of Corrective Services applications) and endorsed by the Business Development Manager (for the marketing implications) and Commercial Manager (for a quantification of the full cost and an analysis of the probity of the donation – including adherence to the Departmental sponsorship policy) for referral of approval by the Director, CSI.

The Commercial Manager is to retain all approved requests for donations and sponsorships and provide details of consequent expenditure within CSI monthly financial reports.

The Business Development Manager is to budget a prudent level of donations and sponsorships in each annual budget.

Issue date: 2/01