**Sponsorship**

Sponsorship is money that is given often by a Company to support a Society but where the Society has obligations to fulfil in return for the funds. An example of this is where a Company sponsors a Society in return for them to display the Company logo.

The SU will need to approve any sponsorship deal arranged by a Society.

Detailed information regarding who the Sponsor is and what the terms of the sponsorship deal are will be required.

It is important to ensure that the Sponsor is legitimate and reputable and any obligations placed on the Society can be fulfilled.

Sponsorship funds are subject to VAT which is currently 20%.

Once the agreement has been approved the SU can arrange for an invoice to be sent to the Sponsor to allow funds to be paid into the SU bank account. When received the amount less the VAT (20%) will be credited to the Society funds.

**Sponsorship Agreement**

Name of Sponsor:

Name of Society:

Amount of sponsorship (Inc. VAT):

Any obligations of the Society in return for this sponsorship:

**Signed**

Name:                                                                                         Name:

Position:                                                                                     Committee position:

Company:                                                                                   Society:

**Donation**

Funds given to a Society can only be recorded as a donation if there is no expectation of any goods or services in return.

Examples of donations are, but not limited to, food, raffle items or cash.

Before receiving any donation the Society will need to obtain **confirmation in writing** that the item is freely given without any expectation of anything in return.

Any money donated will be paid into the SU bank account and credited to the Society funds.

**Donation Agreement**

*I/the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*wish to donate \_\_\_\_\_\_\_\_*

*To Society*

This donation is freely given with no expectation of any goods or services in return.