



Chan Sui Ki (La Salle) College Old Boys' Foundation Limited

c/o Chan Sui Ki (La Salle) College
4 Sheung Wo Street, Homantin, Kowloon
Tel: 2711 8175 Fax: 2762 1550
Email: cskobf@csklsc.edu.hk

Donation and Sponsorship Policy

1. This Donation and Sponsorship Policy (“Policy”) governs how all the fundraising activities of CSKOBF, including solicitation, acceptance and management of donations and sponsorship, provision of recognition (including naming rights) and benefits.
2. For the purpose of this Policy, “Donation” refers to all irrevocable transfer of money or other assets from an individual, organization, foundation or corporation” to CSKOBF for which no goods or services are expected in return, but naming rights may be granted in recognition at the discretion of the IMC of CSKLSC. Donation may also take the form of endowments, pledges and bequests.
3. “Sponsorship” refers to commercial agreements between CSKOBF and a corporation, foundation or individual based on mutual benefits. Sponsorship of activities may include but is not limited to funding events and alleviating programme and operation costs. In return, sponsors are given opportunities to expose their name, brand or business (if applicable) through various means that are agreed upon in a sponsorship agreement.
4. This Policy covers the basic principles, roles and responsibilities for fundraising, donations and sponsorship. It should be read in conjunction with any prevailing guidelines that may be imposed by the Board of Directors of CSKOBF (the Board) on the respective subjects.
5. The terms and conduct of fundraising and development activities are based on principles of honesty, legality, fairness and good faith between all parties.
6. The Board has absolute discretionary powers to refuse the offer of donations/ sponsorship, having taken into consideration of all relevant factors in particular the cost to be involved and the background of the donors/sponsors.
7. All information about donors and sponsors will be treated with full confidentiality except their names, which may normally be released for the sole purpose of acknowledging their respective contributions unless they specifically request to remain anonymous. Only designated personnel under the delegated authority of the Board will have access to such information which includes but not limited to

contact details, level of donation or sponsorship, and level of recognition, if any. No information regarding donors or sponsors will be shared with external parties unless with the explicit written consent from the respective donors or sponsors.

8. CSKOBF will accept requests for anonymity for donations unless they may mask a perceived or actual conflict of interest, or raise ethical concerns. When accepting a significant donation or sponsorship, the identity of the donation or sponsorship however must be made known to the Board and the IMC of CSKLSC.
9. Donation and sponsorship agreements at any level must comply with all applicable laws of Hong Kong and ethical standards recommended by the Independent Commission Against Corruption (ICAC) (Best Practices Checklist on Management of Charities and Fund-raising Activities and Best Practice Checklist on Management of Donations for Naming Rights) and aspire to benchmark standards.
10. The Board may establish Fundraising Committees as needed to advise on the fundraising activities in relation to specific fundraising projects. These committees should be composed of relevant Board members and/or relevant stakeholders such as current or past members of the staff and reputable old boys of CSKLSC. The committees so established will report progress to the Board at intervals determined by the Board. Subject to the consent of the Board, other reputable members of the community may also be invited to join the committees.
11. Subject to the approval of the Board, CSKOBF may establish endowment(s) to secure long-term funding for CSKLSC as a whole and specifically for its special requirements. Endowments refer to funds where only earnings generated therefrom will be spent on the designated purpose for which the endowment is established. Since an endowment would exist in perpetuity, flexible language should be used as far as possible in the endowment agreement with the donor to help ensure that the donor's wishes will still be maintained even in light of any unforeseen future changes, subject always to the Laws of HKSAR.
12. A conflict of interest situation arises when a private interest of a member of the Board or committee competes or conflicts with the interests of CSKOBF and/or CSKLSC. "Private interest" includes both the financial and personal interests of their connections, including family members, relatives, friends, clubs and societies to which they belong, as well as people to whom they owe a favour or are obligated in any way.
13. Members of the Board must not use their official position or any information made available to them in the course of their duties to benefit themselves, their relations

or any other persons with whom they have personal or social ties. They are required to avoid putting themselves in a position that may lead to an actual or perceived conflict of interest.

14. CSKOBF will accept donations in the form of cash, in-kind donations (such as equities & bonds, land, and personal property), endowments, pledges, bequests and other forms.
15. CSKOBF will acknowledge all donations as soon as practicable. Major donations may be recognized by a variety of means as approved by the Board that may appropriately reflect the magnitude of the sum and the level of appreciation, e.g. patron titles, commemorative plaques and naming rights, subject to the consent of the IMC of CSKLSC.
16. These guidelines may not be exhaustive and in case of doubt, members of the Board and any other relevant stakeholders should seek clarifications from the Board.