

## SCHEDULE 8 – DONATIONS AND SPONSORSHIP DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN  
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
ADV1 .	<b>Donations by University</b>	AUTHORITY TO approve donations to a third party by the University.	Chief Financial Officer  Director, Government and Community Relations	On request of relevant head of organisational unit. Payment of donations must be made from the relevant organisational unit proposing the donation.	
ADV2 .	<b>Sponsorships by University</b>	AUTHORITY TO approve sponsorships of a third party by the University:		Payment of sponsorships must be made from the relevant organisational unit. All sponsorships must be immediately reported to the Director, Government and Community Relations and Executive Director, Marketing and Communications, for inclusion in the Annual Report and stakeholder database.	
		• exceeding \$10,000	Band 9		
		• up to \$10,000	Director, Government and Community Relations		
		• up to \$1,000	Band 7		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
ADV3 .	<b>Donations to University or Foundation</b>	AUTHORITY TO approve conduct of a fundraising program/event or to initiate donation/endowment request.	Director, Advancement  Director, Government and Community Relations	All fundraising programs or individual requests must be reported in the form determined by the Director, Advancement prior to commencement.	<a href="#">Donation and Gift Policy</a>
ADV4 .		AUTHORITY TO approve acceptance of real property or other tangible item as donation.	Chief Financial Officer	After consultation, where relevant, with the Executive Director, Library Services, Art Curator or other relevant area of the University.  Valuation of gift or donation to be undertaken.	<a href="#">Donation and Gift Policy</a>
ADV4A.		AUTHORITY TO approve acceptance of charitable donations to the University and Charles Sturt University Foundation Trust and to approve distribution of funds from a University Trust or the Charles Sturt University Foundation Trust:			<a href="#">Donation and Gift Policy</a>
		• above \$500,000	Band 9		
		• up to \$500,000	Chief Financial Officer		
		• up to \$100,000	Director, Advancement		
ADV5 .		AUTHORITY TO approve the deemed value of a donation.	Chief Financial Officer		
ADV6 .		AUTHORITY TO approve naming in relation to a donation or sponsorship in respect of:			<a href="#">Donation and Gift Policy</a> <a href="#">Official Naming Policy</a>
		• a building or facility;	Band 11		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		<ul style="list-style-type: none"> <li>other than a building or facility</li> </ul>	Band 9		
ADV7.	<b>Sponsorships of University or Foundation</b>	AUTHORITY TO approve acceptance of sponsorship:		All sponsorships must be reported to the Director, Government and Community Relations and Executive Director, Marketing and Communications, for inclusion in the Annual Report and stakeholder database.	
		<ul style="list-style-type: none"> <li>above \$10,000</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>up to \$10,000</li> </ul>	Band 7		
ADV8.	<b>Charitable Trusts</b>	AUTHORITY TO establish Charitable Trust and approve Trust Deed on behalf of the University Council.	Band 9		<a href="#">Donation and Gift Policy</a> <a href="#">Legal Policy</a>
ADV9.	<b>Securing Interests</b>	AUTHORITY TO act to secure beneficial interest in Estate.	Chief Financial Officer	With the concurrence of the Vice-Chancellor.	<a href="#">Legal Policy</a>
ADV10.	<b>Scholarships</b>	AUTHORITY TO approve naming and term in relation to a donation or scholarship.	Director, Advancement		<a href="#">Donation and Gift Policy</a> Official Naming Policy
ADV11.		AUTHORITY TO set key dates for scholarship ceremonies.	Band 3, Advancement	In consultation with respective Heads of Campus and Director, Government and Community Relations	
ADV12.		AUTHORITY TO approve scholarship eligibility and assessment criteria.	Director, Advancement		<a href="#">Donation and Gift Policy</a>

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
ADV13 .		AUTHORITY TO approve final award of scholarship.	Director, Advancement		Scholarship Assessor's Guide Scholarship Assessor's Ranking Guide
ADV14 .	<b>Corpus Distribution</b>	AUTHORITY TO approve distribution amount.	Chief Financial Officer		<a href="#">Donation and Gift Policy – Corpus Distribution</a>
ADV15 .	<b>Privacy and Data Collection</b>	AUTHORITY TO provide access to donor information.	Director, Advancement		<a href="#">Donation and Gift Policy</a>  <a href="#">Privacy and Personal Information Protection Act 1998 (NSW)</a>