

## ATTACHMENT B

### SPONSORSHIP, NEGOTIATION, APPROVAL AND AGREEMENTS – FOR OFFICE BASED SECTIONS

AMOUNT	NEGOTIATION	APPROVAL (Refer to Note below)	AGREEMENT (For Central Office and school based staff)
\$0 – \$2,500	Staff person/Section Manager	Section Manager	<ul style="list-style-type: none"> <li>Exchange of Letters</li> </ul>
\$2,500 - \$10,000	Section Manager	Branch Director	<ul style="list-style-type: none"> <li>Exchange of letters detailing the obligation of both parties.</li> <li>Sponsorship Agreement optional (Attachment C).</li> </ul>
\$10,000 - \$20,000	Section Manager	Branch Director	<ul style="list-style-type: none"> <li>Sponsorship Agreement (Attachment C).</li> <li>Advice from Legal Liaison and Regulation section, optional</li> </ul>
\$20,000 - \$100,000	Section Manager	Branch Director and Executive Director of relevant Division.	<ul style="list-style-type: none"> <li>Sponsorship Contract and Schedule (Attachment D).</li> <li>Advice from Legal Liaison and Regulation section, essential</li> </ul>
\$100,000 +	Section Manager	Branch Director, Executive Director of relevant Division and Director-General.	<ul style="list-style-type: none"> <li>Individual full legal contract is required. Seek advice from Legal Liaison and Regulation section, essential.</li> </ul>

NOTE:           The Director-General has the discretion to approve any sponsorship within ETD.