



## The Oxford School, Dubai

### Excursions and Functions

#### Sponsorship

• **Definition:**

"The school organises functions and events on a regular basis to bring out the latent talent in the students. There are functions wherein financially the school requires funding. During these times of need, help from parents is solicited."

• **Protocol**

- Before an event / function / programme in school, a circular to parents seeking sponsorships.
- Those parents / persons / companies desirous of giving the sponsorship will send in the acknowledgement duly filled in.
- Special letter from the Principal will be sent when seeking sponsorship of companies / firms etc.
- The sponsorship amount shall be paid by a/c payee cheque.
- The cheque must be issued in the name of The Oxford School, Dubai and will be deposited by the sponsor/his or her representative with the accounts section and receipt duly signed by the Accounts In-charge will be drawn in the name of the company or parent or person as the case may be.

- A thank you letter signed by the Principal along with a copy of the receipt will be sent to the parent / person / company as the case may be.
- A copy of the thank you letter and the receipt will be placed in the sponsorship file with the Principal's secretary for further reference.

Sd.  
Principal  
The Oxford School, Dubai

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