**Financial Education Money Workshops – Booking Request Form**

Our Workshops are offered to all organisations working with Young People, including (but not limited to) schools, colleges, PRUs, charities and community groups. Charging options will range from **fully-funded** (no charge), up to **£350 + VAT** per hour. Any costs should be agreed before signing this form.

Please note by completing this form you are **requesting** a Workshop. At this stage, your booking is **not** confirmed and will only be once you have received a confirmation email from Head Office. All Workshops are subject to the **Terms and Conditions** provided below, please ensure that you read these and sign your name to show that you agree.

**All information is required to complete the booking request**. When the form is complete, please email it to: **youngpeople@themoneycharity.org.uk**

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| 1. **Organisation Name:**
 | **Address:** |
| **Telephone Number:** | **Organisation Type:** |
| 1. **Booking Request Contact Name:**
 | **Job Title:** | **Email:** |
| 1. **Young Participants Skillset/Ability/Special Requirements:**

*Please indicate if any/all participants have SEN or SEMH or are in a PRU setting, and give details* | 1. **Lesson(s) the Workshop(s) will be delivered in: (Please delete as appropriate):** *Business Studies/Citizenship/Learning for Life & Work/Maths/Off-Timetable Day/PHSE/Tutor or Form Time/Other*
 | 1. **Schools Only - School Type**

**(Please delete as appropriate):** *State School/ Academy/Free School/Independent School/FE College/PRU/SEN School/ Other* |
| 1. **Schools Only - What percentage of your students receive Pupil Deprivation Grant/Free School Meals?**
 | 1. **Availability of Parking: (If none, please advise on the nearest car park and/or train/tube station)**
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| 1. **Name of Designated Safeguarding Lead:**
 | **Job Title:** | **Email:** | **Telephone:** |

**Please add Workshop details below, then confirm your acceptance of our Terms & Conditions, Cancellation Policy and sign and date the form.**

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|  | **Delivery Date** | **Delivery Type (Virtual/Face-to-Face)** | **If virtual, please confirm the setting of the Workshop (e.g. classroom, individual computers at home etc)**Please note, if delivering virtually in a classroom setting, a projection of us at the front of the class, as well as a camera and microphone facing young people is required. | **Workshop Required** | **Year Group** | **Start Time** | **Finish Time** | **Length of Workshop (mins)** | **Repeat Visit? (same students having a different session)** | **Number of Participants** |
| *e.g.* | *01/01/2024* | *Virtual* | *Classroom Setting* | *KS3 Planning & Budgeting* | *Year 8* | *11:00* | *12:00* | *60mins* | *Y/N* | *25* |
| **1.** |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |
| **Any Other Dates Required** |  |  |  |  |  |  |  |  |  |  |

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| **Technical Information****IMPORTANT PLEASE NOTE**You must provide the following: **Face-to-Face Workshops*** Desktop Computer/Laptop with Adobe to open PDF files
* Screen/Projector (Presenters will either bring a USB stick containing their presentation, or access it using the internet)

**Virtual Workshops*** A responsible person from the organisation will be required to join the meeting as a ‘co-host’.
* · The co-host must join and participate in the Zoom meeting, ensuring that participants are fully prepared, on time and able to meet the platform’s minimum technical requirements.
* · Please make it clear on the request form what setting we will be delivering in (i.e., classroom, young people at home, etc.)
* · If delivering in a classroom setting, we will need a projection of our presenter at the front of the class, as well as a camera and microphone facing the young people.
* If delivering to young people at home, they should all have their cameras on, and have access to a microphone.
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| **Terms and Conditions**The following outlines our expectations from those booking our Workshops. Booking a Workshop with The Money Charity (TMC) will constitute your agreement to these terms. Failing to comply with these terms can result in the charity needing to reconsider working with you in the future.**Please tick that you have read, understood and agree to the terms and conditions listed in each section when you sign and date the last page of the form.** **Your responsibilities as the booking organisation:*** **All young people are required to complete an evaluation survey online after (ideally immediately) the Workshop**. Our Consultants (the presenter) will present young people with a barcode or link to complete evaluation surveys directly after the Workshop*.* Surveys can be completed on phones, tablets, laptops or other devices. The Money Charity will also contact the individual who booked the Workshop, asking them to share the survey link with the young people who attended and ensure that all complete it. Anonymous information from these evaluation forms may be used in our reports or on our website or other promotional material.
* Unless otherwise agreed, Workshops require **a minimum of 10 participants and a maximum of 40**. Failure to meet this class size on the day could result in the session being cancelled and a cancellation fee being charged**.** Organisations are exempt from any charges if the participant numbers change due to Covid-19.
* For face-to-face Workshops, the presenter must be met at reception and accompanied to the delivery room **at least 15 minutes prior to the Workshop start time**. For virtual Workshops, organisations must join the meetings **at least 10 minutes prior to the Workshop start time.**
* All equipment for the Workshop, including projectors and laptops, should be set up and ready 15 minutes before the Workshop is due to start.
* **A responsible person must accompany the presenter throughout the duration of both virtual and face-to-face Workshops.** In the case of schools/colleges, this must be a teacher. This person is responsible for behaviour management and must address any behavioural issues during Workshops.
* This responsible person is expected to be involved in the Workshop, resulting in more engaged participants. **In virtual Workshops, this person will be required to join the meeting as a ‘co-host’ and may be expected to support with the delivery of activities**. They should also support the presenter with any IT related issues.
* If the Workshop is being delivered virtually, this responsible person may need to admit each young person into the virtual meeting, ensuring that only participants who are known to the organisation enter the Workshop.
* **All participants should have a pen/pencil.**
* **Workshop presentations, exercises, activities and other printed material are the intellectual property of TMC; they may not be used in any form without our express permission**.
* **Recording of any Workshop is prohibited without the consent of TMC and soft copy resources shared with organisations must be deleted after the Workshop.** If consent is given, the recording must be deleted within 7 days of the Workshop.
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| **Cancellation Fee Policy*** **Workshops cancelled at short notice cost the charity money. If a Workshop is cancelled with under 24 hours’ (one working day) notice, the organisation will be charged £100 + VAT for the first Workshop cancelled that day and £50 + VAT for any subsequent Workshops on the same day. This is to ensure that we can still pay the freelance presenter. If more than 24 hours’ notice is given, no charges will be incurred.**
* **At our absolute discretion, TMC may decide to waive the fee in exceptional circumstances, or for circumstances which are deemed by TMC to be outside of the organisation’s control e.g. Covid-19 related cancellations.**
* **TMC reserves the right to cancel Workshops if required. We will always aim to inform the organisation within a timely manner.**
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| **Please type your Name and the Date below to show your agreement with the above Terms & Conditions.****By signing, you are consenting to us retaining your details and contacting you in the future for promotional purposes.****You are free to unsubscribe from our mailings at any point by simply using the unsubscribe links contained within all our marketing emails.****\*Please note, we may also need to share details around our Workshop/Webinar delivery in reporting to partner organisations, such as a funder who is supporting or commissioning our work. This will not involve sharing any personal data.\******Please tick to confirm you have read, understood and agree to the Terms & Conditions listed above.*** ☐***Please tick to confirm you have read and understood our cancellation fee policy.*** ☐**Name:****Date:** |
| The ability to publicise what we do is essential to us as a charity and therefore, we reserve the right to promote our work by mentioning our working relationship with your organisation publicly, such as on our social media channels (Twitter, LinkedIn, Instagram, Facebook) or website. However, we recognise in some cases this is not possible or appropriate. Therefore, if you **would not** like us to mention your organisation in any promotion, ***please tick here***: ◻ |

**Donations** are welcome from all organisations and we ask for a **voluntary donation** of any amount available so that we are able to continue to deliver this vital work, reaching as many young people as possible through our Money Workshops. Donations can be made via BACS payment or through our website: [**themoneycharity.org.uk/work-with-us/donate/**](http://themoneycharity.org.uk/work-with-us/donate/)

Account Name: **The Money Charity, Co-operative Bank**

Sort Code: **08-90-32**

Account Number: **65013566**

**Thank You**

**Please now email your completed Booking Request Form to:**

**youngpeople@themoneycharity.org.uk**