

The Money Charity's Financial Education Money Workshops – Terms & Conditions

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, then 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.** Consultants 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 the workshop, 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.

Cancellation Fee Policy:

- **Workshops cancelled at short notice cost the charity money. If a workshop is cancelled with under 24 hours' 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.**

Covid-19 Safety Policy (for face-to-face delivery):

TMC Presenters:

- Will take a Rapid Lateral Flow Test twice a week (or 24hrs before a workshop delivery).
- Will adhere to social distancing rules where possible.
- If you have any specific requirements outside of government guidelines (such as minimising resource distribution, bringing hand sanitizer, using masks/visors or other), please let the relevant consultant know when you are booking the workshop.

Requirements of the Host Organisation

- Comply with NHS Test and Trace and inform TMC if there has been an outbreak in cases of Covid-19 in the organisation within 2 weeks of a workshop delivery.
- Inform TMC if adjustments need to be made to delivery because of high risk staff and/or attendees.
- Inform TMC if a workshop needs to be cancelled due to Covid as soon as possible. Charges will not apply for Covid related cancellations.

The Money Charity

- Will comply with all government regulations relating to Covid-19 and will discuss any specific requirements from host organisations in advance of the workshop.
- Will maintain records of all workshop delivery to assist with NHS Track and Trace services.
- Will give the host organisation as much notice as possible if a workshop needs to be cancelled due to a consultant testing positive or needing to self-isolate.

Technical Requirements:

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 bring a USB stick containing their presentation.)

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.