

School Enterprise Challenge Awards Programme 2018

Terms & Conditions for online participants

Outlined below are the Terms and Conditions for the School Enterprise Challenge Awards Programme 2018. Entrants should note that there may be differences in the Terms and Conditions for the School Enterprise Challenge Awards Programme sub-competitions, including but not limited to country-level competitions, blogging competitions, photo competitions and video competitions.

1. Entry Criteria

- a. The programme is open to all formal education organisations in all countries. This includes pre-primary schools, primary schools, secondary & high schools and technical colleges.
- b. There must be **at least 2 teachers** responsible for administering the School Enterprise Challenge Awards Programme in each school.
- c. School businesses must have **at least fifteen (15) students*** in the team at Bronze Level and **at least thirty (30) students*** involved in the team at Silver Level by Step 3 (business implementation). There is no upper limit. **Schools with less than 180 students enrolled may have teams of six (6) students at Bronze Level and teams of ten (10) students at Silver Level by Step 3.*
- d. Please note that the School Enterprise Challenge is an online programme; Teach A Man To Fish will send resources via email and are not able to send resources in any other way.
- e. If you are unsure whether you meet the entry criteria above, please contact us at info@schoolenterprisechallenge.org

2. Conduct of the Awards Programme

- a. To enter the Awards Programme 2018, schools must register from **mid-February 2018** (exact date TBC). Registrations must be completed online on the School Enterprise Challenge website: www.schoolenterprisechallenge.org
- b. The School Enterprise Challenge is a three-step Awards Programme. There are three submission points throughout the year: Wednesday 11th April, Wednesday 15th August and Wednesday 28th November 2018.
 - i. **Step 1: School Business Idea Submission:** Schools will have four weeks from the date of registration to submit their Business Idea in order to be considered for a Business Idea prize in the 2018 Awards Programme.
 - ii. **Step 2: School Business Plan Submission:** Schools must submit a Business Plan by 28th November 2018 at the latest to be considered for a Business Plan prize in the 2018 Awards Programme. All schools that submit their Business Plan by the deadline will also receive some feedback on their Business Plan from Teach A Man To Fish.
 - iii. **Step 3: School Business Implementation and Annual Report Submission:** Schools implement their Business Plan by (launching and) running their business. **Entrants must submit an Annual Report by 28th November 2018** to demonstrate their achievements in this step of the programme and to be considered for an Annual Report prize in the 2018 Awards Programme. To be considered for a Bronze or Silver Level Certificate (as appropriate), schools must have submitted the required documents at Steps 1, 2, and 3 and have met the Achievement Criteria which is [publicly available on the School Enterprise Challenge website](http://www.schoolenterprisechallenge.org).
- c. Business Ideas, Business Plans and Annual Reports may be submitted, in English or Spanish, electronically or via post. Postal and email addresses can be found on the School Enterprise Challenge website. Please note we cannot accept any responsibility for applications sent via the post.

- d. Submissions at each step must be made on the templates provided by Teach A Man To Fish.
- e. All processes (including financial) relating to the School Enterprise Challenge Awards Programme within each school must be made transparent to Teach A Man To Fish at all times. Teach A Man To Fish reserves the right to disqualify any entrants, at any time, when they feel that this is not the case.
- f. It is the responsibility of each individual school participating to ensure that:
 - i. All school businesses entered display the following characteristics of a typical enterprise:
 - Sell a product or service for money
 - Generate a net profit (or clearly attempt to do so)
 - Offer a product or service which can be sold on an ongoing basis (e.g. not a one-off event)
 - ii. **Businesses must be student-led but majority owned by the school.**
 - iii. Profits from school businesses may be spent as each school chooses, however this should primarily be reinvested in the business, used in support of the school's educational activities or donated to a registered charity.
- g. Teach A Man To Fish is unable to provide financial resources to participating schools to facilitate participation in the School Enterprise Challenge programme.
- h. Teach A Man To Fish reserves the right to amend the Terms & Conditions of the programme subsequent to the start date or to cancel it in its entirety. This prerogative will however only be used under exceptional circumstances and where no practicable alternative is available.
- i. Any behaviour from participants deemed to not be in the spirit of the School Enterprise Challenge Awards Programme will lead to their immediate disqualification.

3. Awards Eligibility

- a. Business Ideas, Plans and Annual Report submissions will be assessed against set Achievement Criteria ([publicly available on the School Enterprise Challenge website](#)). Where the jury is satisfied that a school has met the Achievement Criteria, a Level Certificate will be given.
- b. Where a school does not meet the set Achievement Criteria for the Level for which they have registered, but they do meet the set Achievement Criteria of the Level below, they will be given the Certificate for the lower Level instead.
- c. Where a school does not meet the criteria for the Level for which they have registered OR the criteria of the Level(s) below, they will receive a certificate of participation instead.
- d. Schools which do not meet all the Achievement Criteria for their intended Level will receive notification of the area(s) in which they did not meet the Achievement Criteria.

4. Prize Eligibility

- a. A limited number of lucky dip prizes will be available at the Business Idea stage. Details of the monetary values of these prizes will be made available on the School Enterprise Challenge website in 2018.
- b. To be considered for a Business Idea prize, schools must submit their Business Idea within four weeks of the date of registration and meet the "Exceptional" Achievement Criteria ([publicly available on the School Enterprise Challenge website](#)).
- c. To be considered for a Business Plan prize in the 2018 Awards Programme, schools must submit their Business Plan by 28th November 2018 at the latest and meet the "Exceptional" Achievement Criteria ([publicly available on the School Enterprise Challenge website](#)).
- d. To be considered for an Annual Report Prize in the 2018 Awards Programme, schools must submit their Annual Report by 28th November 2018 at the latest and meet the "Exceptional" Achievement Criteria ([publicly available on the School Enterprise Challenge website](#)).

- e. Schools which meet the “Exceptional” criteria and deadlines at each step will also be eligible for prizes in other areas, including but not limited to: country-level prizes and regional-level prizes.
- f. After 28th November 2018, schools which have completed all three steps of the Awards Programme (Business Idea, Business Plan and Annual Report) will be invited to make individual nominations for the Inspirational Teacher, Enterprising Student and Head Teacher prizes. Prizes for these categories will be confirmed at a later date.

5. Jury and Prize Selection Procedure

- a. Teach A Man To Fish retains full responsibility for the composition of the jury which will be solely responsible for the final selection of the prizewinning entries. There will be no correspondence about the jury's final decision.
- b. The jury reserve the right to take mitigating circumstances into account where appropriate.
- c. The jury reserve the right to make no award in a given category or for a given country/region if entries are not of sufficient quality.
- d. Teach A Man To Fish and the jury at all times have the right to disqualify a participant, without the obligation to state the reasons.
- e. The full list of Level Certificate recipients and prize winners will be announced in February/March 2019, however the top prize winners may be contacted prior to this.
- f. Disbursement of funds is to be contingent on the submission of relevant proofs required and verification of these documents along with the achievements described in winning entries.
- g. Prize funds will only be disbursed to organisations with a registered bank account in the name of the organisation and not the individual, except in the case of the Inspirational Teacher and Head Teacher Awards.
- h. Disbursal of monetary prizes is expected to take place from May 2019 after successful completion of the aforementioned reference checks. Any supporting documentation requested by Teach A Man To Fish must be provided by latest November 2019, after which time prize money will be deemed ‘unclaimed’ and re-allocated.
- i. Prize values may be subject to change based on exchange rate fluctuations and international transfer fees.
- j. By entering this programme you are consenting to allow representatives from Teach A Man To Fish and/or its donors to verify in person, where so deemed necessary, the truthfulness of any entry submitted, and to allow stories and images to be gathered for communications purposes. This might ordinarily take the form of visits to the school.

6. Child Protection

- a. All entrants must read and accept the School Enterprise Challenge [Child Protection Policy](#) and Anti-Corruption and Bribery Policy.
- b. In relation to school businesses Teach A Man To Fish believes that student wellbeing overrides all other considerations, particularly business profit. The health, safety and welfare of all those participating in the School Enterprise Challenge Awards Programme is of primary concern at all times.
- c. No school should run a business for learning and income-generating purposes that puts children at risk of exploitation, at risk of harm to children's health or education, at risk of danger (that is not mitigated) or which contravenes local labour law.
- d. Tasks children undertake in school businesses should be safe and appropriate to their age and should not jeopardize their right to education, relaxation and play (Article 32, UNCRC).
- e. Participating in the School Enterprise Challenge Awards Programme must be in no way detrimental to students' studies in any other area.
- f. Repetitive tasks should only be carried out if the young people are learning new skills through them or developing further their existing skills. It is the responsibility of the individual school to ensure that participating is of educational benefit to all students involved.

- g.* Teach A Man To Fish also encourages schools involved in the School Enterprise Challenge Awards Programme to have clear guidelines and processes in place for acceptable and unacceptable behaviour to help their staff safeguard children.

7. Use of Information

- a.* All entrants agree automatically to be added to the School Enterprise Challenge Awards Programme contact list which entitles them to receive email updates throughout the duration of the programme.
- b.* All entrants agree automatically to be added to our partners' contact lists which entitles them to receive future information about any competitions/promotions that these organisations are running. Teach A Man To Fish reserve the right to add more key partners in the future and share where appropriate any contact details of participants.
- c.* All entrants agree to have their phone number added to a WhatsApp group with other schools participating in the School Enterprise Challenge, unless they have opted out during the registration process. If you decide at a later date that you do not want to be a part of the WhatsApp group you can exit the group yourself.
- d.* Entrants confirm they have sought appropriate levels of consent in line with their local laws (e.g. consent from young people and their parents/guardians), which allow Teach A Man To Fish to use photos and information submitted to us as part of their online and offline communications in such a manner as they see fit. This includes but is not limited to the use of any photographs taken and case studies, to be shared for example on the Teach A Man To Fish and School Enterprise Challenge websites, social media, newsletters, funding proposals and other publications.
- e.* Teach A Man To Fish will not share contact and personal details of entrants on a commercial basis with any 3rd parties who are not our partners. Where it is considered by us to be to the entrant's advantage to share such details with members of the Teach A Man To Fish Network we reserve the right to do so.
- f.* All educational materials provided by Teach A Man To Fish are protected by copy write and the reproduction, misuse or unauthorised re-distribution of them is illegal. It is not permitted for participating schools to sell the Teach A Man To Fish educational materials to generate income.
- g.* The Teach A Man To Fish and School Enterprise Challenge logos cannot be used to demonstrate endorsement by Teach A Man To Fish, or for fundraising purposes, unless previously agreed in writing by a Senior Manager from Teach A Man To Fish.

8. Withdrawal

- a.* All participating schools may withdraw from the School Enterprise Challenge Awards Programme at any point in the programme and must inform the programme organisers that they are doing so at the earliest available opportunity.
- b.* Teach A Man To Fish reserves the right to withdraw any organisation from the programme at any point without having to give reason to do so.
- c.* If Teach A Man To Fish does not receive communication from any organisation for longer than a period of three months, without prior warning, that organisation may be automatically withdrawn from the programme.

9. Liability and Conflicts

- a.* It is the responsibility of the entrant to ensure that their entry conforms to any legal restrictions regarding enterprise activity placed upon schools.
- b.* It is the responsibility of participants to ensure that they conform to any legal requirements, including but not limited to, health and safety regulations associated with the business activities they will be undertaking as part of their entry for the School Enterprise Challenge Awards Programme.

- c. It is the responsibility of participants to ensure that they have adequate and appropriate insurance cover in relation to the business activities they will be undertaking as part of their entry for the School Enterprise Challenge Awards Programme.
- d. Teach A Man To Fish accepts no liability for any injury that may occur as a result of staff or students participating in activities related to the School Enterprise Challenge Awards Programme.
- e. Teach A Man To Fish accepts no responsibility or liability for any losses or damage suffered by the school as a result of setting up a school-based business.
- f. Teach A Man To Fish will not be liable for any claims regarding the procedure or selection of the winning entries.
- g. All conflicts will be made available for judgement to the Teach A Man To Fish Board of Trustees.