

## Jack Petchey Foundation - Coordinator Agreement Form for Schools & Colleges

### Coordination of the scheme:

1. **Jack Petchey Coordinator** - We will appoint a Jack Petchey Coordinator at our school/college who will take responsibility for managing the Scheme and we will notify you immediately of any change in coordinator.
2. **Selection Process** - We will establish a selection process for choosing an Award Winner aged 11-25 which will be clearly explained to students and staff. We will ensure that students are involved in the decision-making process.
3. **Making Awards** - We will give the correct number of Awards at regular intervals throughout the year in accordance with the scheme type. Gold-9 awards, Silver-6 awards, Bronze-3 awards per year. Winners can only receive the award once at your organisation.
4. **Presenting Awards** - We will present a framed certificate, pin badge, Notes from Sir Jack Petchey CBE and congratulations letter with membership card (all provided by the Foundation) to the chosen winner in front of their peers, preferably in assembly or when parents/carers can be present.
5. **Grant Spending** - We will enable each Award Winner to choose how their grant (currently £250) is spent. The grant is a restricted fund and can only be spent within the Jack Petchey Foundation guidelines. (Current guidance is available on the website). Grants are not for personal use or for use on general running/core costs
6. **Noticeboard** - We will have a Jack Petchey Achievement Award Winners' Noticeboard (using the Jack Petchey Foundation Logo) in a prominent position in the school/college and regularly update this with Award Winners' names, photographs, citations etc.
7. **Presentation Events** - We will ensure that Achievement Award and Leader winners attend the annual Jack Petchey Foundation presentation event to receive boxed medallions. Attendance is a mandatory part of the scheme.

### Reporting and administration of the scheme:

8. **Grant report** - We will keep a record of the name, age, reason for award and what the grant was used for. We will use this to complete the Achievement Award grant report by **30<sup>th</sup> June** and **30<sup>th</sup> November** each year. **Failure to complete the grant report by the deadline may result in withdrawal from the Scheme.**
9. **Grants** - We will ensure that grants received from the Foundation are treated as restricted funds in accordance with charity guidance and recorded as such in our accounts. All unspent grants will be returned to Jack Petchey Foundation.
10. **Receipts/Invoices** - We will keep receipts/invoices for expenditure relating to the grant and will provide copies to Jack Petchey Foundation if requested.
11. **Monitoring** - We understand that periodic reviews are an essential part of ensuring the quality of the scheme and we undertake to participate in such reviews when requested by Jack Petchey Foundation staff.
12. **Publicity** - Where possible the Jack Petchey Foundation Logo (downloadable from the website) will be used to publicise the support of the Jack Petchey Foundation for our school/college
13. **GDPR** - We will ensure that we comply with GDPR guidelines and have the appropriate consent in place to administer the scheme and share details of the Award Winners
14. **Privacy Policy** - I confirm that I have read and understood the Jack Petchey Foundation privacy policy and the guidance notes about how data will be used

**I have read the terms and conditions and sign below to confirm my agreement to these conditions.**

School/College Name:

Jack Petchey Coordinator Name:

Coordinator Email Address:

Head teacher's Name:

Headteacher's Signature:

Date:

Contact Address:

Borough/District:

Contact Number(s):

**If your school is currently participating in the Achievement Award Scheme - Please complete the section below**

I have been given a good handover and am confident running the scheme.

I would appreciate a Zoom (video conference/call) with my grants officer to answer any questions I have

I would appreciate a grants officer visiting my school to explain the operation of the scheme.

OFFICE use only: Updated AA request

Updated other open requests

Please return to The Jack Petchey Foundation, Dockmasters House, 1 Hertsmere Road, London E14 8JJ  
or email to [mail@jackpetcheyfoundation.org.uk](mailto:mail@jackpetcheyfoundation.org.uk)