



AGREEMENT BETWEEN

**SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND
(SIGBI) LIMITED**

Company No: 07058666

AND

PENWORTHAM GIRLS' HIGH SCHOOL

**THAT A SCHOOL CLUB BE OPERATIONAL ON THE SCHOOL
PREMISES**

To be Chartered on

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1.0 Setting up and Operation of School Club

- 1.1 A SIGBI Club (the sponsoring Club) has obtained the agreement of the School to start a Soroptimist School Club on the premises of the school, to be attended by students of the school with the objective of carrying out achievable projects which will improve the lives of women and girls in the local community, nationally or globally, whilst allowing the students involved to learn about the world around them and gain satisfaction from helping others.
- 1.2 The School has agreed to pay an annual subscription to SIGBI of £20.00 to cover administration costs.
- 1.3 SIGBI Ltd will issue the School with a Certificate of Registration and up to twenty five Soroptimist Badges to be worn by the Members.
- 1.4 SIGBI Ltd will provide the sponsoring Club with an interactive PDF of a personal certificate to which the name of each Member of the School Club can be added.
- 1.5 The School Club will be self-funded (by the School, by the students or by donations).
- 1.6 The School Club will select its own projects to support (the preferences of the students can be taken into account) which will, in the view of the School, provide the best reward both to the students and the beneficiaries of the project.
- 1.7 Projects should Educate, Empower and Enable the beneficiaries.
- 1.8 The School will update the Sponsoring Club at the start of each academic year on the number of students that have signed up to the Club for that year, and the Sponsoring Club will give this information to SIGBI.
- 1.9 The School will send an annual report to the Sponsoring Club at the end of each academic year on the projects undertaken, following a set proforma, and the Sponsoring Club will forward this to SIGBI.
- 1.10 The main contact will be between the School and the Sponsoring Club, who will be nearer to the School than SIGBI HQ and therefore able to offer greater support.

2.0 Responsibilities of SIGBI

- 2.1 SIGBI will respond in a timely fashion to requests from the School for information and other assistance that does not involve funding.
- 2.2 SIGBI will not record the names or other details of any students that enrol in the School Club.
- 2.3 SIGBI will record the name of the School and the main contact for the School, with contact details, and the number of students enrolled in the Club at the start of each academic year.
- 2.4 SIGBI will ask the School for permission (which will in turn need to be obtained from the relevant parents) before using any photographs which show students involved in any activity for publicity purposes.
- 2.5 The use of any such photographs will be used expressly for the purpose for which permission was obtained.
- 2.6 SIGBI will produce a newsletter, which will be sent to the main School Club contact by email, which the School Club can then disseminate to the students.

3.0 Responsibilities of the School

- 3.1 The School will keep records of who has enrolled in the School Club.
- 3.2 The School will ensure that any insurance policy held by the School covers the activities of the Club.
- 3.3 The School will select appropriate projects for the students to be involved with.
- 3.4 The School will ensure that the cost of any project undertaken is met, and that any funds raised for charity are distributed accordingly.
- 3.5 The School will keep the Sponsor Club informed as to the projects they are undertaking and any funds raised/distributed.
- 3.6 The School will ensure that the behaviour of students in the School Club, and any projects undertaken, will not adversely affect the reputation of Soroptimist International.
- 3.7 The School will obtain any permission needed for photographs to be used by SIGBI.
- 3.8 The School gives permission for SIGBI to cite the School Club (name only, no photographs) in any publicity as required.
- 3.9 The School will inform SIGBI of the number of students enrolled in the School Club at the start of each academic year.
- 3.10 The School will report to SIGBI at the end of each academic year on the projects that have been undertaken during the academic year.
- 3.11 The School will purchase any badges required over and above those provided free of charge by SIGBI when the School Club first opens.

4.0 Responsibilities of the Sponsoring SIGBI Club

- 4.1 The Sponsoring Club will edit and print the individual certificates for the Members of the School Club.
- 4.2 The Sponsoring Club will carry out the Chartering of the Club and issue Soroptimist Badges and individual certificates to Members of the School Club.
- 4.3 The Sponsoring Club will attend at least the first few meetings of each academic year to provide information on SIGBI and offer support in selecting and carrying out projects, but may arrange with the School that all or some other meetings are attended by a Member of the Sponsoring Club as appropriate.
- 4.4 The Sponsoring Club will induct any new Members into the School Club who join throughout the academic year, and issue them with a Soroptimist Badge and Individual Certificate.
- 4.6 The Sponsoring Club will give a contact to the School Club contact for any adhoc support that is needed.
- 4.6 The Sponsoring Club may record the names of students that enrol in the School Club but this is at the discretion of the School. As Members of the Sponsoring Club will be attending meetings of the School Club it would be useful for them to know the students by sight and name to add a personal touch.
- 4.7 The Sponsoring Club will ask the School for permission (which will in turn need to be obtained from the relevant parents) before using any photographs which show students involved in any activity for publicity purposes.
- 4.8 The use of any such photographs will be used expressly for the purpose for which permission was obtained.
- 4.9 The Sponsoring Club may submit Programme Reports to the Programme Database on behalf of the School. These reports will be credited to the Sponsoring Club, but will specify in the body of the report that it is a project of a School Club.

5.0 Closure of School Club

- 5.1 Should the School Club decide that the Club is no longer viable, because not enough students have enrolled, or the budget the School Club needs is not available, then the School Club should advise SIGBI by Christmas of the academic year in question that the Club will cease to operate at the end of the current academic year.
- 5.2 The Certificate of Registration should be returned to SIGBI.
- 5.3 SIGBI may close the School Club if it is found that the behaviour of students is adversely affecting the reputation of SIGBI, or the projects being carried out are against the Values and Principles of the Organisation.

6.0 Review of Services

- 6.1 A questionnaire will be sent to the School Club at the end of the first academic year, to ascertain the success or otherwise of the School Club and what improvements can be made.
- 6.2 The School should return the questionnaire by the closing date, to help SIGBI improve School Club Membership.

7.0 Force majeure

7.1 Neither party shall have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance of this Agreement which result from circumstances beyond the reasonable control of that party.

8.0 Proper law and jurisdiction

8.1 The parties agree that the place of performance of this Agreement is England. This Agreement and all matters arising from it and any dispute resolutions arising shall be governed by and construed in accordance with English law. In the case of a dispute not being resolved between the two parties, they shall submit to the exclusive jurisdiction of the courts of England and Wales for the purposes of hearing and determining any dispute arising out of this Contract.

Signed on behalf of SIGBI LtdDate.....

Print Name

Signed on behalf of Sponsoring ClubDate.....

Print Name

Signed on behalf of School Date.....

Print Name