



## **Free Uni Money Workshops for National Student Money Week!**

For over 25 years, The Money Charity has been the UK's Financial Capability charity, supporting people of all ages to manage their money well and increase their Financial Wellbeing. Their interactive and engaging Uni Money Workshops, which are delivered directly by their team of expert staff and consultants, help students to develop the skills, knowledge, attitudes and behaviours to make the most of their money.

As part of Student Money Week, The Money Charity are offering two **free** virtual workshops for students to join. These workshops will cover **Student Finance** (how it works and how it is re-paid), **the cost of living independently** (how much things cost, how to budget to afford them, and how spending might change when transitioning from university to working life), and **common money worries** (what money challenges students often face and how to overcome them).

Both sessions are 1 hour long and will be delivered virtually via Zoom. They are being offered to University students across the country, so make sure your students don't miss out!

The first of these free workshops will be delivered in the run up to Student Money Week, on the **8.02.2022** at **17:30**. Please ask your students to register to attend using the Eventbrite link [here](#).

The final free session will be delivered during Student Money Week on the **22.02.2022** at **16:30**. Please ask your students to register to attend using the Eventbrite link [here](#).

Both workshops have been generously funded by Fumopay.

## **Student Money Manual:**

The Money Charity can also offer their popular annual Student Money Manual, the essential guide to student finance and managing your money well at university, which this year is available **for free** as a **fully interactive PDF download**, thanks to this edition's sponsor, **fumopay**.

## **Uni Money Workshops:**

The Money Charity offers a wide selection of additional Uni Money Workshops which can be delivered throughout the year. Workshops cover key topics such as **budgeting, saving, understanding student finance, the cost of living independently, credit, housing and more**. You can find out more information by downloading their Workshops Guide.

Workshops are typically 1 hour long (although timings can be flexible to fit your schedule) and can be delivered face-to-face as well as virtually. Workshops are charged at £250 + VAT per hour, while for every 5 workshops booked, the 6th is available half-price (£125+VAT).

To make a booking request, just download and complete this Booking Request Form (that follows) or get in touch via: [youngpeople@themoneycharity.org.uk](mailto:youngpeople@themoneycharity.org.uk) for more information.



## Money Workshops – 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 **£250 + VAT** per hour. Any costs should be agreed before signing this form.

**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**

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 in order to complete the booking request.**

When the form is complete, please email it to: [youngpeople@themoneycharity.org.uk](mailto:youngpeople@themoneycharity.org.uk)

1. <b>Organisation Name and Address:</b>	2. <b>Organisation Type:</b>
3. <b>Organisation Telephone Number:</b>	4. <b>Booking Request Contact:</b> Name: Job Title: Email:
5. <b>Young Participants Skillset/Ability/Special Requirements:</b>	6. <b>Lesson(s) the workshop(s) will be delivered in: (Please delete as appropriate):</b> <i>Business Studies/Citizenship/Learning for Life &amp; Work/Maths/Off-Timetable Day/PHSE/Tutor or Form Time/Other</i>
7. <b>Schools Only - School Type (Please delete as appropriate):</b> <i>State School/Academy/Free School/Independent School/FE College/Other</i>	8. <b>Schools Only - What percentage of your students receive Pupil Deprivation Grant/Free School Meals?</b>
9. <b>Designated Safeguarding Lead</b> Name: Job Title: Email: Telephone Number:	10. <b>Teacher Resource Packs Requested:</b>
11. <b>Availability of Parking: (If none, please advise on the nearest car park and/or train/tube station)</b>	12. <b>If booking a virtual workshop, please provide the email address of the teacher/responsible person who will act as a 'co-host':</b>

	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 in Minutes	Number of Participants
e.g.	01/01/2021	Virtual	Classroom Setting	KS3 Planning & Budgeting	Year 8	11:00	12:00	60mins	25
1.									
2.									
Any Other Dates Required									

### 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 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.

### 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, and 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.

***Please tick to confirm you have read, understood and agree to the expectations listed above***

#### **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.**

***Please tick to confirm you have read and understood our cancellation fee policy***

**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.

**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.\*

**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:**

**Thank You**

**Please now email your completed booking request form to:  
[youngpeople@themoneycharity.org.uk](mailto:youngpeople@themoneycharity.org.uk)**