



CSC Alumni Association 65th Anniversary Fund

Organiser Agreement form

This form should be completed by the lead activity organiser on behalf the CSC Alumni Association. The form should be co-signed by the lead coordinator of the association or a committee member where the activity organiser is the lead coordinator.

Please read the information below carefully before submitting the signed agreement. In addition to this document, all those involved in the organisation and delivery of this activity and association committee members must also read:

- [CSC Alumni Association 65th Anniversary Fund- Terms and Conditions](#)
- [CSC Alumni Association 65th Anniversary Fund- General guidance](#)
- [CSC safeguarding policy](#)
- [CSC Code of Conduct for Alumni](#)
- [CSC Code of Conduct for Alumni Associations](#)

You must submit your completed form by **12:00 noon (BST)** on **Tuesday 30 July** to alumni@cscuk.org.uk. Failure to submit this form may result in you being withdrawn from this activity.

If you have any questions about the information contained in any of these documents, contact alumni@cscuk.org.uk

Roles and responsibilities

The primary role of the activity organiser(s), on behalf of a CSC Alumni Association, is to plan and develop the proposed activity and liaise with fellow organisers and key stakeholders to ensure successful and impactful delivery.

You will be responsible for organising the activity, including assigning roles amongst fellow alumni organisers, liaising with key stakeholders and the CSC Alumni Team to share activity details, updates on progress, and activity reports and evaluation.

Main responsibilities

1. Act as the primary contact for the development and delivery of the activity. You will:

- Attend all requested meetings and submit all required documentation to the CSC Alumni Team within agreed timeframes
- Provide regular updates on progress and development of the activity to the CSC Alumni Team
- Establish any required contacts within your chosen community to engage your audience and seek support in the organisation of your activity

2. Develop and deliver the activity, working with others where required. You will:

- Draw on your and other's expertise to develop your activity and submit updated plans and information as required/requested by the CSC Alumni Team
- Ensure your plans and activity will address the activity and anniversary fund objectives
- Consider your audience when developing the content to ensure information is delivered at the appropriate level and is engaging
- Identify and engage any required speakers and external stakeholders and manage their involvement and outline their role in your activity documents as required
- Complete any and all due diligence and safeguarding requirements with those involved in your activity, such as organisations, vendors, and stakeholders
- Identify and liaise with appropriate vendors to arrange event details
- Complete and submit an Organiser workplan and budget spreadsheet, Activity Risk Assessment, and programme/activity overview in advance of the activity, to be agreed with the CSC Alumni Team
- Submit all financial documentation, such as quotes and invoices in a timely manner, following the processes outlined

3. Provide a post-activity report and feedback. You will:

- Submit a post-activity report which will be used to create an article or story for publication on the CSC website. This includes any photographs or assets from your activity which can be used as part of this publication.
- Complete a final feedback survey on your activity and the fund

As an organiser, you agree to:

1. Act as the primary contact for the development and delivery of the activity on behalf of the CSC Alumni Association.
2. Attend any meetings requested by the CSC Alumni Team and provide updates when requested.
3. Be the primary contact for any speakers/participants and liaise with them on activity information and development.
4. Complete any and all due diligence and safeguarding requirements with those involved in the activity.
5. Establish any required contacts within your chosen community/intended audience to organise appropriate channels and opportunities for participation.
6. Complete and submit an Organiser workplan and budget template, Activity Risk Assessment, and programme/activity overview in advance of the activity, to be agreed with the CSC Alumni Team.
7. Submit all financial documents as per the guidance outlined in the CSC Alumni Association 65th Anniversary Fund- Terms and Conditions.
8. Submit a detailed post-activity report to support the publication of an article or story on the CSC website and other communications channels.
9. Complete an online feedback survey on your experiences post-activity delivery.
10. Submit photo identification, such as a copy of your driver's license or passport photo page. This will be used by the CSC to confirm your identify against our records. A copy of the ID will be retained against your records until 31 March 2025.

Expectations of organisers

Representing the CSC

As a Commonwealth Alumnus, you are an ambassador for both the CSC and your home country, and your actions and communication will have an impact on the reputation of both. You are therefore expected to adhere to high standards of conduct and behaviour and to show respect to others and your surroundings at all times.

As an organiser for this activity, you and all other Commonwealth Alumni involved in this activity are expected to adhere to the [CSC Code of Conduct for Alumni](#) and [CSC Code of Conduct for Alumni Associations](#).

Safeguarding and risk assessment

The CSC is committed proactively to safeguard and promote the welfare of our beneficiaries, and to protect its staff, Commissioners, beneficiaries, and all those with whom the CSC comes into contact. The CSC requires staff, members of the Commission, applicants for and recipients of CSC awards, and suppliers to act consistently with its requirements for safeguarding, as outlined in the [CSC safeguarding policy](#).

To ensure your activity meets the CSC's requirements for safeguarding, as the organiser you must submit an Activity Risk Assessment.

Liaising with the CSC Alumni Team

It is important that you regularly liaise with the CSC Alumni Team to discuss the planning of your activity and share updates. The CSC Alumni Team will keep in touch with you, and you will be expected to respond to any correspondence received in a timely manner and attend any requested meetings. You are also expected to meet all deadlines set during the process.

Feedback and reporting

You must submit an article or story for publication on the CSC website on the activity. You are also expected to provide feedback on this fund to support the future development of this activity and to feedback on any longer-term impact or engagement because of your activity (where appropriate).

Organiser declaration

Declaration	Please tick if you consent
I consent to share a copy of my passport as a form of personal identification	
I confirm that I will adhere to the expectations set out in the 'CSC Alumni Association 65 th Anniversary- Organiser Agreement Form'	
I confirm I have read and understood the activity Terms and Conditions and the General guidance document.	
I confirm I will adhere to the CSC safeguarding policy and the CSC Code of Conduct for Alumni and CSC Code of Conduct for Alumni Associations .	
I understand that failure to comply with any of the expectations of an organiser and processes related to this fund may result in the withdrawal of support for this activity from the CSC.	

Alumni Association name:	
Organiser name:	
Association position:	
Signature:	
Date:	

Co-signed

Alumni Association name:	
Co-signer name:	
Association position:	
Signature:	
Date:	