



Alumni Community Engagement Fund (ACEF)

Organiser agreement form

Please read the information below carefully before submitting your signed agreement. In addition to this document, you must also read:

- [ACEF Terms and Conditions](#)
- [ACEF Activity and Budget Planning Guidance](#)
- [CSC safeguarding policy](#)
- [CSC Code of Conduct for Alumni](#)

You must submit your completed form by **23:59 (BST) on Thursday 31 July 2025** to alumni@cscuk.org.uk. Failure to submit this form may result in you being withdrawn from ACEF.

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 alumni organiser, or lead alumni organisers where an application has been made on behalf of a CSC Alumni Association or group of alumni, 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 address the activity theme and ACEF 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, manage their involvement and outline their role in your activity documents as required
- Complete 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 the following documents to the CSC Alumni Team: Organiser workplan and budget spreadsheet; Activity Risk Assessment, and Activity programme/itinerary; speaker/vendor bios (where relevant)
- 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 the ACEF final feedback survey

As an organiser, you agree to:

1. Act as the primary contact for the development and delivery of the activity
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 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 ACEF 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 ACEF experiences post-activity delivery
10. Consent for your name and scholarship details to be published on the CSC website as part of a news item to promote the 2025-2026 ACEF activities
11. 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 identity against our records. A copy of the ID will be retained against your records until 31 March 2026.

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](#).

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 as per the report template. You are also expected to provide feedback on ACEF to support the future development of this activity and to feedback on any longer-term impact or engagement because of your activity.

Organiser declaration

Declaration	Please tick (✓) below 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 'ACEF organiser agreement form'	
I confirm I have read and understood the ACEF Terms and Conditions and the ACEF Activity and Budget Planning Guidance	
I confirm I will adhere to the CSC safeguarding policy and the CSC Code of Conduct for Alumni	
I understand that failure to comply with any of the expectations of an organiser and processes related to ACEF may result in the withdrawal of support for this activity from the CSC	
I consent to share my name and scholarship details, as outlined above, on the CSC website	

Name	
Signature	
Date	