



The UPprentice 2012 Team Entry Form

To enter The UPprentice 2012 please complete the following form and send by post, along with a cheque for your full entry fee, to:

Jan Ferguson
Glad's House
8 Driftway
Hook
Hampshire
RG27 9SB 01256 766263 jan@GladsHouse.com

Entries will not be accepted unless accompanied by a cheque for full payment of entry fees. **All cheques should be made payable to Glad's House.**

The closing date for entries is noon on **Monday 16th January 2012**

Before completing and signing this form please ensure you have read and understood the Entry Requirements, Participation Rules and the Terms and Conditions which can be found on page 2 of this form or at www.upprentice.com

Your Team Name (Keep it clean!)	
Number of Team Members (Minimum 4 Maximum 10)	
Entry Fee total at £150 per team member	Team Number x £150 = £
Name - Team Leader	
Name - Treasurer	
Name - Team Member 3	
Name - Team Member 4	
Name - Team Member 5	
Name - Team Member 6	
Name - Team Member 7	
Name - Team Member 8	
Name - Team Member 9	
Name - Team Member 10	

Organisation / Company	
Address	
Team Leader Telephone Number	
Team Leader Mobile Number	
Team Leader Email Address	

Print Name.....

Signature.....

Date.....

By signing this entry form for The UPprentice 2012 you are agreeing to abide by the accompanying Entry Requirements, Participation Guidelines and the Terms and Conditions, all of which can found on page 2 of this form or at www.upprentice.com Failure to do so could result in disqualification at any point during the event.

Thank you for supporting Glad's House – We will be in touch very soon!

The UPprentice Entry Requirements

- The UPprentice Event is open to anyone over the age of 18
- Team entries must be received by noon on Monday 16th January 2012
- Each team should be made up of a minimum of 4 and a maximum of 10 team members
- You must submit an application form complete with a team name and list of team members
- Team members do not all have to be from the same organisation/company
- Payment by cheque, of £150 per team member, must be received with the entry form to confirm participation. Cheques should be made payable to Glad's House
- Teams must nominate a Team Leader/Project Manager. This person will be the key contact between the organisers, Glad's House, and your team.
- Teams must also nominate a Treasurer who will be in charge of the teams accounts
- The team leader, or a nominated team member, should be available to attend the launch meeting by Glad's House on Friday 20th January 2012 at 6pm.
- The team should be available to attend the Finals Awards Dinner at The Marriott, Grosvenor Square on Monday 23rd April.

Participation Rules

- The competition will run for 6 weeks between Monday 23rd January 2012 and Monday 5th March 2012. Any money raised outside of these dates **will not count towards the submission for winning**. However, it will be eligible for separate donation to Glad's House.
- The time between the launch meeting on Friday 20th January and the competition beginning on Monday 23rd January 2012 should be used for research and planning only – no fundraising activities should take place until Monday 23rd January 2012.
- Methods of fundraising must be legal, ethical and pose no health or safety risk to any members of the team or members of the public. If you have any questions please contact a representative from Glad's House for guidance **before taking any action**.
- Each team will be given £100 cash capital - this will be given to the team leaders at the launch on Friday 20th January 2012. Teams can use this capital in any way they wish.
- If at the end of the 6 week fundraising period any team makes a loss, they will be expected to refund the £100 capital investment to Glad's House.
- 2 weeks into the challenge teams must complete and submit a 1 page form outlining their business plan, activities to date, plans for the remaining weeks and any profit to date. Forms will be emailed to the team leaders for completion.
- 4 weeks into the challenge teams must provide an update of progress and profit.
- At the end of the 6 week challenge teams must submit a written outline of their activities and an accounts log of their investments, return and overall profit. Where possible, please include receipts for any purchases made.
- Teams are requested to take lots of photographs to document their activities. This will be used as evidence of your fundraising and there will be a prize for the best photograph.
- Teams must be willing to have their photographs taken and appear in press articles.

Terms and Conditions

- Once an application form and payment cheque is received and processed by Glad's House you will be emailed with an electronic receipt and written confirmation of your participation, after this time payment is non-refundable.
- If you wish to withdraw a team at any time during the competition, you must inform the Glad's House in writing, the £100 capital must be returned in full, any funds raised must be submitted to Glad's House and no refunds will be given for the entry fee.
- If at the end of the 6 week period your team make a loss, you are committed to, at the very least, returning the £100 capital to Glad's House.
- The entry fee is £150 per team member and all team members must be declared in the entry form. This fee is not subject to VAT.
- Each team will receive £100 cash capital, irrelevant of the number of team members.
- If an additional person wishes to join the team during the course of the competition they may do so, but this must be declared to Glad's House and they must pay their entry fee of £150. Please remember the maximum number of team members is 10.
- The entry fee will include the team's investment capital and a ticket to the Finals Awards Dinner for each named team member.
- The Finals Awards Dinner at the The Marriott, Grosvenor Square on Monday 23rd April. The dress code is smart business.
- Glad's House will accept no liability for any accident, injury or expenses incurred while participating the UPprentice Challenge 2012.