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**Summer 2018: Application form for the Toolshed**

*Please note: free team places will ONLY be granted for fully completed team member applications, received by midnight on 27th April 2018.*

**Section 1: About you and your organisation**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Charity number (if applicable)** |  |
| **Company number (if applicable)** |  |
| **Contact name** |  |
| **Contact email** |  |
| **Contact telephone** |  |
| **Company website** |  |
| **Invoice email address** |  |
| **Invoice address** |  |
| **Please describe the organisation and the activities planned for the stand.**  **Please indicate if you will be selling goods/ services.** |  |

**Section 2: About exhibiting**

Please tell us which events you would like to exhibit at, how many plots you would like and the stand size\*

|  |  |
| --- | --- |
| **Event** | **Number of plots and stand size** |
| **Soul Survivor Scotland**  21st - 25th July |  |
| **Naturally Supernatural** (Stafford) 28th July- 2nd August |  |
| **Soul Survivor A** (Stafford)  4th- 8th August |  |
| **Soul Survivor B** (Peterborough)  18th- 22nd August |  |
| **Soul Survivor C** (Peterborough)  24th- 28th August |  |

|  |  |  |
| --- | --- | --- |
| **\*Price list** | | |
| **Event** | **Net price per 2m x 2m space** | **Net price 3m x 2m space** |
| Soul Survivor Scotland | £200 | £300 |
| Naturally Supernatural | £500 | £725 |
| Soul Survivor Week A | £450 | £675 |
| Soul Survivor Week B | £500 | £725 |
| Soul Survivor Week C | £450 | £675 |

**ALL PRICES ARE STATED NET OF VAT, WHICH WILL BE ADDED TO YOUR INVOICE AT 20%**

|  |  |
| --- | --- |
| **Discounts available** | |
| For organisations exhibiting at more than one event | Stand(s) at the first event booked onto will be full price, each stand at events after the first will receive a £50 discount. |
| For charitable organisations | 50% discount on stand space on provision of charity number |

**Please note: Bookings will close on the 15th June 2018.**

If your company has not been able to apply before June 15th and you still wish to do so, please contact: [toolshed@soulsurvivor.com](mailto:toolshed@soulsurvivor.com)

If you do not know who your team members will be yet, please just send pages 1-3 of the form completed to initially book your place in the Toolshed.

**For Soul Survivor staff use only:**

|  |  |
| --- | --- |
| **Date stand application received:** |  |
| **Date stand application approved:** |  |
| **Date invoiced and invoice number:** |  |
| **Notes** |  |

**Section 3: About your team**

**How many?**

We need you to always have **at least one person** attending your stand during the Toolshed opening hours, and to do this you must have at least two people on your team. We give you 2 free people per event and per plot, as long as we’ve received fully, correctly completed forms by midnight on 27TH April 2018. We allow a maximum of 4 team members per plot, per day.

**YOUR TEAM**

You know we don’t take ourselves too seriously at Soul Survivor but we do take safeguarding seriously. After taking some advice on our safeguarding policy, we’ve changed our process for exhibitor team members. Soul Survivor will no longer seek references for the team members on your stand. Instead you, and your organisation, must ensure the good practice of the people on your stand.

* You must satisfy yourself that they are appropriate people to participate in an event for young people. This may be in the form of existing referencing/disclosure checks, or background checks that you carry out specifically to attend our event.
* You must provide them with a copy of our code of conduct and volunteer policy, ensure that they have read it, and obtain a signature from them on the code of conduct and volunteer policy to confirm they understand and accept them.

You will need to explain your procedures to us, and provide proof that your team have accepted the code of conduct and volunteer policy by showing us the signed copy.

All exhibitors must comply with this requirement, and if you don’t, you will be turned away from the Toolshed and not permitted to exhibit. We will not refund your stand payments in this event.

We believe this will prove to be a more effective method of mitigating risk to the young people and vulnerable adults who attend our event. It will also return control of referencing to the organisation exhibiting, reducing the delays in processing that occur when Soul Survivor is not able to contact referees for an extended period.

**How much?**

|  |  |
| --- | --- |
| **Team members** | **Rate** |
| Up to 2 people, per event, per plot, where the form is fully and correctly completed by midnight 27th April 2018 | £0 |
| For charities, up to 1 additional person, per event, per plot, where the form is fully and correctly completed before 27th April 2018 | At Soul Survivor A, B, C & Scotland - £61 +VAT  At Naturally Supernatural- £75 +VAT |
| Every team member submitted after 27th April 2018, and team members submitted before 27th April 2018 but when free places have already been used as above | At Soul Survivor A, B, C & Scotland - £122 +VAT  At Naturally Supernatural- £150 +VAT |

**The process**

As soon as you know who will be participating on your team, you can either send a scan of their application to [toolshed@soulsurvivor.com](mailto:toolshed@soulsurvivor.com), or post a copy to Exhibitor Teams, Soul Survivor, Unit 16, Paramount Industrial Estate, Sandown Road, Watford, Hertfordshire, WD24 7XA.

Please note that the code of conduct is included with the team application, for them to read and sign. Please get each team member attending to read and sign the code of conduct and send copies with the team application forms to confirm they have understood and accept to adhere to them.

**Changes/substitutions**

We will charge you £10 + VAT for every substitution or change in team members (this is a contribution to our admin fee, reduced from previous years to recognise that you will now take responsibility for background checks). If you are aware of team changes now please use the space provided to detail these; if team changes are decided after team application has been sent please provide notice of this in writing.

**Section 4: Team Member Application (use as many copies of this as you need – additional forms are at the end of this document) Please fill in one form per team member for ALL team you are bringing, free and paid. It is essential this form is fully completed for each team member before we can book them onto our system.**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Team member full name** | Click here to enter text. |
| **Email**  **NB – this MUST be an email address not used for anyone else’s application.** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Date of birth** | Click here to enter a date. |
| **Which events are you attending as an exhibitor?** | Click here to enter text. |
| **Please advise how your organisation have satisfied yourselves that this team member is appropriate to represent your organisation at an event for children and young people.** | Click here to enter text. |
| **For Soul Survivor staff use only:** | |
| **Date booked onto system:** |  |
| **ID number:** |  |
| **Notes/changes:** |  |

**Please ask each team member attending with your organisation to carefully read our expected code of conduct and volunteer policy and sign, confirming that they understood them and agree to adhere to them. Please send a signed copy alongside the team application form.**

**Code of Conduct**

*This refers to the collective term “team”. By this term we mean any adult on site who is not a paying delegate. This includes, but is not limited to; volunteers, staff, guests, volunteers and contractors.*

At Soul Survivor we take child safety very seriously. This means that we want all team onsite, whether volunteering, in paid employment or as a guest of Soul Survivor to understand the nature of our ‘duty of care’ and what this means for their conduct when coming into contact with children and other vulnerable people. Our ‘duty of care’ is in part exercised through the development of respectful and caring relationships but also by all team members onsite taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to safeguarding them from sexual, physical and emotional abuse. Before individuals start working or volunteering in positions that have contact with children and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All team members working in roles where there is contact with children and vulnerable adults are in positions of trust. It is therefore vital that all team ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Team members should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child is never acceptable and if concerns arise in this area, this should be reported to Comms who will put the team member in touch with the relevant responsible person.

The trusting relationship between adult and child, young person or vulnerable adult means the adult should never:

* Use their position to gain access to information for their own or others’ advantage
* Use their position to intimidate, bully, humiliate, threaten, coerce or undermine
* Use their status and/or standing to form or promote relationships that are, or may become, inappropriate

Due to the nature of Soul Survivor events, children and their parents/carers feel safe and children are often given a lot more freedom than they would in other settings. They are therefore in a vulnerable position.

In the context of this environment everyone who carries out a role at any event is in a unique position of trust, especially in the eyes of a child. It is therefore possible, because of this position of trust, for someone to have unsupervised access to children whilst they are at the event (the definition of a child as far as Soul Survivor is concerned is anyone under the age of 18).

The best way to protect the children we come into contact with at any event is by following good practices that promote and protect the safety of children and young people. These would include but not necessarily limited to:

* Not spending time alone with a child.
* Not putting yourself in a situation that may lead to allegations being made against you.
* Not maintaining contact with a child after the event without the knowledge of the child’s parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of Soul Survivor.
* Being vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please come to Comms who will put you in touch with the relevant responsible person.

It is of course available to everyone on site to also make contact with the Churches Child Protection Advisory Service (CCPAS) should they have any concerns whilst at an event. Contact details for CCPAS are as follows: CCPAS 24 hour specialist advisory helpline: 0845 120 4550

**Soul Survivor volunteer policy**

As an organisation that seeks to serve and equip the whole church Soul Survivor recognizes that it needs to operate in the midst of diverse theological positions. Our intention is to be as inclusive and as loving as possible toward all and where different theological beliefs are held, to build upon that which unites us as Jesus’ followers rather than that which divides us. Concerning volunteers at Soul Survivor events it is our expectation that all who apply to be on team would subscribe to the core tenants of the Christian faith as set out in the historic creeds of the Church. See the Evangelical Alliance statement of faith: http://www.eauk.org/connect/about-us/basis-of-faith.cfm.

Beyond these primary beliefs we accept that there are a wide range of other issues, not least moral and ethical, upon which Christians continue to disagree. We enthusiastically welcome volunteers from all parts of the Church. We also, however, expect our volunteers to focus on serving the events run by Soul Survivor, and the delegates who attend, rather than using their position to advance a personal theological agenda. All who serve on team are in some way representing Soul Survivor and expected to be trustworthy in this regard. If it is felt that an individual is abusing their position in this regard Soul Survivor reserves the right to ask them to step down. Due to the considerable influence some of our volunteers have in the lives of delegates, and the extent to which some roles set a tone for the wider event certain positions will always be filled through invitation only. The main criterion for such invitations is a relational one – do we know and trust this person to serve our delegates and/or lead a team. These roles include all team leaders and also those teams which are particularly involved in serving the delegates at their most vulnerable.

Agreement

I have read and understood the Soul Survivor Code of Conduct and volunteer policy and agree to abide by this whilst at Soul Survivor events.

I understand when I am required to be on site from and until, and the hours I am expected to work daily.

I certify that the information I have provided in this form is true to the best of my knowledge and belief.

Signed:

Date:

**Section 4: Team Member Substitutions**

If you are planning to change team members during the week, please give details here:

*Admin fees: we will charge £10 + VAT for each team member chnage.*

*For example, if Team Member One covers days 1-2, Member Two covers days 3-4 and Member Three covers day 5, we will charge you £119 for a full week pass, plus 2 x £10 for the admin of booking on the extra people. VAT is added to all fees at 20%.*

**Example**

To help illustrate how our fees will be applied, here is a particularly complicated exhibitor scenario:

|  |  |
| --- | --- |
| Organisation A, book a 2x2m stand at SSA, SSB and SSC.  They provide a charity number and qualify for the further event discount. They are invoiced for the stand space as follows:  SSA £450  SSB £500 with £50 discount  SSC £450 with £50 discount  Less charity discount 50% | £450.00  £450.00  £400.00  £1300  **£650.00**  **+VAT** |
| They book 4 team members on for each event, and Soul Survivor receive all of the correctly completed forms by 27 April 2018:  SSA:  2 free places  1 half price place  1 full price place  SSB:  2 free places  1 half price place  1 full price place  SSC  2 free places  1 half price place  1 full price place | £0  £61 +VAT  £122.00 +VAT  £0  £61 +VAT  £122.00 +VAT  £0  £61 +VAT  £122.00 +VAT |
| In June they decide that 1 of the SSC team members will leave after day 2, and be replaced by a new team person. They complete all forms including background checks. SS charge an admin fee. | £10.00 +VAT |
| In July they cancel one of their team members without replacing them. There are no cancellation charges or refunds of any amounts paid towards the place. |  |

**Advertising**

We offer opportunities for your organisation to advertise within our event programme if you are interested in this please get in contact with [toolshed@soulsurvivor.com](mailto:toolshed@soulsurvivor.com) and we will provide further details. You can also see the exhibiting and advertising pack for more details or email [editor@soulsurvivor.com](mailto:editor@soulsurvivor.com).

**Additional Team Member Form**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Team member full name** | Click here to enter text. |
| **Email**  **NB – this MUST be an email address not used for anyone else’s application.** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Date of birth** | Click here to enter a date. |
| **Which events are you attending as an exhibitor?** | Click here to enter text. |
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