



**leeds
rag**
raise and give

Hitch Registration
Terms and
Conditions
2015/16

Registration Fee

The hitch registration fee comprises three parts: **t-shirts**, **emergency expenses** and **RAGmin**.

1. T-shirts

As part of your registration fee, you will receive a hitch-specific t-shirt designed by your leaders. Project t-shirts are great to wear on project itself, or when participants are partaking in any related fundraising activities.

2. Emergency Expenses

RAG hitches require a dedicated group of leaders that are your first point of contact both throughout the year and whilst out on project itself. Whilst on the hitch, we require our hitchers to make contact with the leaders at the end of each day, and in the unlikely event of an emergency. This is usually done in the form of texting and Facebook. Thus, these emergency expenses account of the costs the leaders incur on phone bills ensuring all our hitchers are safe. Any unspent expenses (equating to less than £20 per hitcher) go directly to the charity/charities the hitch supports.

3. RAGmin

Leeds RAG has a coordinator responsible for facilitating the daily running of the society, supporting the administration and organisation of all events, and providing full-time support to all RAG members. The coordinator is accountable to the RAG committee. In order to fund this position, and to cover the running costs of the office (printing, telephone, internet etc.) RAG must raise this money itself. Please see overleaf for the full breakdown of RAGmin.

In order to maximise the amount of money donated to charity, RAG raises the majority of its RAGmin through a registration fee process. This means we are honestly able to say that **all** of the money raised for a charity through a RAG event goes **directly to the charity** (unless otherwise stated).

Expenses

What are hitch expenses?

Having secured a place on a RAG hitch, further bookings for things such as travel, accommodation, tracking devices activities are made at a cost which to our hitchers are the 'hitch expenses'.

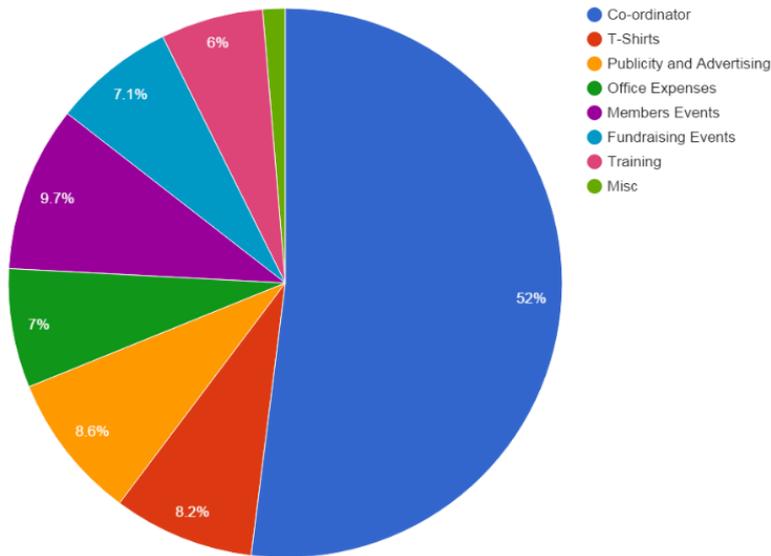
Where applicable, RAG will make all of these bookings on behalf of the hitchers. The amount volunteers will be required to pay for this is completely separate from the registration fee, and will be the cost price.

To save hitchers the effort of making these bookings themselves, and as RAG endeavour to take advantage of charity and group discounts, it is recommended that all participants pay hitch expenses, but it is not compulsory. Once booked, hitch expenses are not refundable.

Leeds RAG do not generate any income from the payment of hitch expenses. If you have any questions about hitch expenses, please contact your chosen hitch's leaders, the Hitches Manager (hitches@leedsrag.org.uk), or the RAG Coordinator.

RAGmin Breakdown

Leeds RAG is a self-funded society and our running costs (RAGmin) are covered by a combination of membership fees, a proportion of registration fees for hitches, projects and challenges, and corporate sponsorship. RAG is an open and transparent society, strictly not-for-profit, and re-invests any annual excess back into the society. RAG works to ensure RAGmin is kept to a minimum. The breakdown below illustrates RAG's budgeted expenditure for 2015/16.



Salary for full-time Coordinator: Our Coordinator is required to facilitate the daily running of the society, support the administration and organisation of all ventures, and provide full-time support to all RAG members. As a society, and not an official body of Leeds University Union, RAG are required to self-fund this role, done so through RAGmin.

T-shirts: All RAG members get a Leeds RAG t-shirt.

Publicity and Advertising: RAG mags, banners, flyers and posters are some of the ways RAG captures student attention and promotes our ventures to Leeds students.

Office Expenses: Printing, telephone, our website host, stationery etc. Only the essentials required for the running of our society.

Members Events: The Freshers' Intro Party to launch our year, money behind the bar at our Christmas Social and the Leeds RAG Awards.

Fundraising Events: To invest money back into fundraising, RAG subsidises transport to raids, puts on RAG week to advertise and increase participation in all of our events, and hosts the Community Fund Presentation Afternoon for beneficiaries of the fund.

Training: To ensure we're equipped for the successful running of the society, we have a committee handover weekend, committee training day and leader training day. We attend conferences to discuss best practice and represent Leeds RAG on a national scale.

Miscellaneous: Any additional marketing/society essentials.



Registration Terms & Conditions

- i. Only RAG members at the University of Leeds and Leeds University Union are permitted to purchase registration for this event.
- ii. Event participants may only participate in the event once registration and further expenses (if applicable) have been paid in full, in addition to having raised at least the minimum fundraising amount.
- iii. Registration fees are non-refundable, except under two circumstances: 1. If the event reaches a limited capacity and there is somebody to take your place, 2. Medical reasons, for which proof may be required. Registration is taken as commitment to the event.

Expenses Terms & Conditions

- iv. Once paid, expenses are all strictly **non-refundable**, except when replaced by another student on the waiting list. Payment of expenses is taken as commitment to the event. Subsequent bookings will be made based on your participation, and it would be unfair to distribute the cost of a drop out between the other participants. As a not-for-profit society, Leeds RAG cannot fund unexpected expenses refunds, nor does it budget for such events. Payment of expenses is structured by the relevant leaders and committee members, who will not making bookings until the cost can be covered by expenses paid.
- v. Participants who do not pay expenses by the agreed deadline (unless with good reason agreed with the RAG Coordinator) will be removed from the event.
- vi. After the event, if there are expenses leftover equating to more than £20 per participant, the money will be refunded. If the expenses leftover equates to less than £20 per participant, the money will be donated to the charity.
- vii. Leeds RAG has no responsibility for, or access to, any expenses once they have been paid out to the relevant party.
- viii. In specific circumstances, expenses may be fundraised. This must be agreed with the RAG Coordinator, can only take place after the minimum fundraising target is reached and clearly stated when fundraising.

Fundraising Terms & Conditions

- ix. By purchasing registration for this event you, the participant, **agree to meet the minimum fundraising total for the event by the given deadline**. If you fail to reach this target, a deposit system may be implemented at the discretion of the Coordinator. Such deposits must be fundraised back within the time agreed, or the deposit will be donated direct to the relevant charities. Failure to reach the total/make a fundraising deposit by the deadline will result in refusal to participate in the event.
- x. Leeds RAG has no responsibility for, or access to, money raised through online giving platforms such as BT MyDonate. However, money raised on these websites (excluding GiftAid) will contribute towards your fundraising total.
- xi. All money fundraised must be donated to the chosen charity for the event. Fundraising cannot be returned to participants, nor may participants put fundraising towards a future venture.
- xii. Leeds RAG has no responsibility for any fundraising money after it has been donated to the relevant charity.

Participant Agreement

By purchasing registration for this event, I agree to the T&Cs specified in this document.

If I choose to drop out of this event, I understand that I may not be able to have my registration fee or expenses refunded.

For the most recent T&Cs, and notifications of any changes, please visit our website on www.leedsrag.org.uk