



British Skydiving
 5 Wharf Way, Glen Parva
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 britishskydiving.org

BRITISH SKYDIVING’S DEVELOPMENT EVENTS

On signature of both parties below, they agree as follows:

British Skydiving:

1. To pay expenses incurred in conducting the Development Event, up to a maximum of _____, on receipt of completed expense claim form(s) with relevant receipts/invoices attached.
2. To support the event as detailed in the application form and the offer email.
3. To liaise with the event organiser to promote the event via social media and British Skydiving’s website, including the creation and co-hosting of an official Facebook event.

Event organiser in receipt of funding approval under this scheme:

1. To deliver the Development Event as detailed in the application form and offer email.
2. To provide British Skydiving’s Communications Manager with an event description, images, videos and any other details as required for use in promotions of the event.
3. To promote the event via social media, and other forms as appropriate, in liaison with British Skydiving’s Communications Manager, and act as a co-host on the Facebook event page. Co-hosts are to update, moderate and answer questions on the Facebook event page.
4. To acknowledge British Skydiving’s support by including the British Skydiving logo and the statement ‘with support from British Skydiving’s funding for Development Events’ in all promotion of the event (graphics and brand guidelines will be supplied by the Communications Manager).
5. To use British Skydiving items sent in support of the event, such as banners, and return them to the office immediately after the event.
6. To conduct themselves in a way befitting a representative of British Skydiving throughout the event, as detailed in British Skydiving’s Code of Conduct for Volunteers.
7. To share images, footage and data generated by the event with British Skydiving, and permit British Skydiving to use this material and ensure this is with participants’ consent.
8. To support use of British Skydiving’s feedback forms immediately after the event.
9. To make expenses claims within 1 month of the end of the event, up to the agreement amount and in accordance with British Skydiving’s Volunteer Expenses Policy (Form 335).

Failure to fulfill any aspect of this agreement is likely to result in a reduction, withdrawal or recovery of the Development Event funding offered.

British Skydiving (authorised MDC signatory)	Event Organiser
Signature _____	Signature _____
Print name _____	Print name _____
Date _____	Date _____

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