

Student Enterprise Learning Link (SELL)

BusinessNZ Planning Experience



MEMORANDUM OF UNDERSTANDING

Between **(Host School)**

Address.....

.....

And **Young Enterprise Trust**

of 66-70 Bloomfield Terrace, Lower Hutt, NEW ZEALAND

A charitable trust incorporated under the Charitable Trusts Act

The primary objective for Student Enterprise Learning Link is to provide a world-class learning experience that excites and informs young New Zealanders about business and its potential as a life choice.

In order to ensure success, both parties in this memorandum of understanding commit to provide resources accordingly, as identified in the responsibilities below.

YOUNG ENTERPRISE TRUST responsibilities:

- Provide quality staff to recruit and present the three-day workshop.
- Manage sponsorship in order to allow each programme to be provided free of charge.
- Deliver an agreed number of workshops throughout New Zealand, in consultation with the sponsors.
- Co-ordinate travel and accommodation for presentation staff.
- Provide quality resources for students to use during the programme.
- Establish and maintain regular communications with recipient school.

HOST SCHOOL responsibilities:

- Promote Young Enterprise Trust's Student Enterprise Learning Link (SELL) programme in the school community well in advance.
- Appoint both a liaison staff member (usually the Head of Business/Commerce) and a senior management team member to ensure that both the school and the Trust's programme requirements are met.
- Register a minimum of 80 students.

HOST SCHOOL responsibilities (continued):

- Inform students of expectations and required outcomes well in advance.
- Disseminate programme documentation to students from the Young Enterprise Trust SELL website.
- Ensure that student behaviour is managed by school staff during the programme
- Provide sufficient computers with internet access and printing facilities for 10 teams of students.
- Set up the physical layout in the school venue as recommended in the pre-programme information.
- Print the names of participating students on the certificates provided.
- Select, invite and host a total of five judges – ideally four from the local business community, and one from central or local government.
- Host the judges for lunch and a briefing session on the final day of the programme.
- If inviting another school to partner in SELL, ensure that the contributing school(s) receive the full information.
- Inform the Board of Trustees, and school staff about the programme.
- Invite Board Members, staff, and other friends of the school to visit the programme at any time during the three days, especially on Day 3 from 12.30pm during the 'Dragon's Den' expo and judging.
- Advise SELL National Director about any students with special needs.
- Communicate any difficulties in operational planning with the SELL National Director.
 - (e-mail - ewan.mcleod@yetrust.co.nz, cell 021 192 33 55).

PENALTIES

(Host School) understands that there is a financial cost to the Young Enterprise Trust in running this programme (average per school cost \$6,500), and that Young Enterprise Trust has a contractual obligation to its sponsors to deliver the agreed number of programmes each year.

Ten weeks' notice is therefore required if a registered school needs to withdraw from the programme.

Failure to give this notice may lead to the Trust billing recovery charges for travel and accommodation to the school.

SIGNATORIES

Signed for and on behalf of YOUNG ENTERPRISE TRUST

National Director, Student Enterprise Learning Link

Name: Ewan McLeod

Date:

Signed for and on behalf of (HOST SCHOOL)

Principal

Name:

Date: **Contact e-mail:**.....

Liaison Teacher Signature:.....

Name:

Date: **Contact e-mail:**.....

Senior Management Team Delegate Signature:.....

Name:

Date: **Contact e-mail:**.....