



Reg. #:

Date:

BUREAUX AGREEMENT

In order to maintain the security and integrity of this project it will be necessary for participating Schools, Colleges and Learning Centres wishing to submit stories and images to agree to the following principles. Please complete, sign and date this form, retain a copy and return the original along with the annual Registration fee of **£50**.

1. Participating Bureaux will be assigned a **Logon Code**. This will be required for Reporters to submit copy and images. There **must** be a named contact, with telephone and email available to them, associated with each Bureau.
2. Bureaux must make sure that parental/guardian permission is given to any young person applying to become part of the Editorial Team and, where necessary, for stories and photographs submitted for publication.
3. Bureaux must help to promote the project and may be required to help with the distribution of the Paper.
4. Bureau are free to use this resource in support of any aspect of their curriculum or activities but must agree to share good practice and opportunities for development through an evaluation process.
5. Bureaux will have to understand, and help young people to understand, that space in each edition *is* limited. That is part of the experience. The Editorial Team will have control over the content of their edition.

The Bureau Coordinator (named below) will be notified of your logon Registration Number by email. An information pack will also be sent.

Full Name and Address of School, College or other Learning Centre:

Bureau Coordinator:

Telephone:

Email (*This is a Requirement. Please make it clear and acknowledge receipt of mail from CEBLO*)

Signed by Headteacher/ Principal/ Warden:

Date:

Annual Registration fee (£50) included? Invoice Required?

*Cheques payable to **Cambridgeshire Careers Guidance***

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