



The Old Priorian Association **OLD PRIORIAN REUNIONS GUIDELINES FOR SEEKING A SUBSIDY**

November 2016

The Old Priorian Association encourages Old Priorians to gather together for Reunions after they have left School; such reunions tend to occur 10, or 20, 30 or 40 years after leaving, but such “ages” are not laid down in stone!

The organisation of such gatherings is entirely within the hands of the particular peer group concerned – date, time, place type etc. Such a gathering would give OPs of that vintage, the opportunity to meet and enjoy themselves together.

The Old Priorian Association is very happy to consider making a subsidy to such Get-Togethers **provided that the organisers make formal application (in writing or by email) to the Council of The Association** as far in advance as possible. Such applications should indicate as much information as possible about date, time, place type etc. and give some indication of the hoped for numbers attending. **After receiving an application, it has to be considered by the OPA Council at its next meeting – applicants are advised to check by email when the next Council Meeting is to be held so that they can best time their Subsidy Bid Applications will be acknowledged and later, approval or otherwise of the application will be notified to you.**

If approved The Association will subsidise the gathering to the extent of TEN POUNDS (£10) per head to a Maximum of TWO HUNDRED POUNDS (£200) – there must be a minimum of TEN Old Priorians (ie Past Pupils of St Benedict’s School, not necessarily members of The Old Priorian Association) present. Other guests at such a gathering are entirely up to the organisers.

This means that if you had a gathering of eight OPs there would be no subsidy available; if the gathering was of fourteen OPs you would get a subsidy of £140, if you had twenty then a subsidy of £200 and if you had any number over twenty then the subsidy is capped at £200; a turnout of 55 would mean a per capita sub of about £3.63.

An approved subsidy will only be paid if the organiser(s) accept the following Terms & Conditions:

1. The Association will require a formal receipt from your Venue or Supplier of Food/Drink that you use in the disbursement of the subsidy. This formal receipt will be supplied to the Association immediately after the date of the

event, and must be received by the Association no later than five working days after the date of the event.

2. Excess of Subsidy must be repaid to the OPA within Fourteen working days of the event.

This means that if less than TEN Old Priorians attend the event then the whole subsidy must be repaid. If the number of Old Priorians attending does not fit the total subsidy paid, estimated on expected numbers attending, then TEN POUNDS (£10) per “missing head” must be repaid.

3. You will “guarantee” to write an article for the next printed Association Newsletter and supply photographs of the occasion that are suitable for inclusion in the Association Newsletter.

Suitable indicates that the Image File you supply will be of high resolution; we recommend that a digital camera is used, not a smartphone as the images from many smartphones do not enlarge well when incorporated into a printed newsletter. It would also be appreciated if photos were accompanied by names of people and a caption

4. You must print the Terms & Conditions Document that will be sent to you, complete all details and sign and date it and return it by post to:
The Administrator, Old Porian Association, 54 Eaton Rise, Ealing, London W5 2ES

*You will be emailed a copy of these Terms & Conditions (without the explanatory paragraphs). This document will also allow you to nominate the bank account to which you wish the subsidy to be paid. **When completed by the organiser it will contain sensitive information (signature and bank details); it must be posted back to the OPA – we will not accept emailed copies or scans.***

5. Receipt of your acceptance of the T&C will be acknowledged and arrangements will then be made for transfer of the subsidy funds to your nominated bank account, usually five working days before the event.

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