# **Extension Process – Challenge Leaders**

**Timeline**

* Two weeks before 80%
	+ Everyone will receive an email from MRF reminding them that the 80% milestone is in 2 weeks’ time
	+ Those who have at that point raised **less than 65%** will be offered the chance to apply for a fundraising extension. The deadline to apply for this is the same as the date of the 80% milestone. (Those who have raised 65-80% are still eligible)
	+ A post will go into the Facebook group telling everyone to check their emails and **read all of the information carefully**
* One week before 80%
	+ Everyone will receive an email from MRF reminding them that it is only 1 week until the 80% milestone
	+ A post will go into the Facebook group telling everyone to check their emails and **read all of the information carefully**
* On the day of 80%
	+ Everyone will receive a final reminder email from MRF that it is the day of the 80% milestone and their final chance to apply for an extension
	+ A post will go into the Facebook group telling everyone to check their emails and **read all of the information carefully**

If the extension is granted, a confirmation email will be sent to both the student and their guarantor.

* Two weeks before 100%
	+ An email will be sent to **both the student and the guarantor** to remind them that the 100% milestone is in 2 weeks’ time, and **if this milestone is not met then the guarantor will be asked to donate the outstanding funds.**
	+ A post will go into the Facebook group to remind everyone about the upcoming milestone
* Day of 100% milestone
	+ An email will be sent to **both the student and the guarantor** to remind them that it is the day of the 100% milestone, and **if this milestone is not met then the guarantor will be asked to donate the outstanding funds**.
	+ A post will go into the Facebook group to remind everyone that it is the day of their final fundraising milestone
* Day after 100% milestone
	+ An email will be sent to **both the student and their guarantor** to confirm whether the fundraising target has been met, or if there are funds still outstanding that the guarantor is required to donate. **As part of the guarantor agreement, the guarantor will have up to 14 days to donate the remaining funds to MRF.**

**How does the extension work?**

After officially signing up to the challenge, all participants are made aware of all fundraising milestones for the year, and are reminded of these throughout the year. This includes the upcoming summer deadline; **which participants are required to meet on time in order for their place to be confirmed**.

Based on this application process, Meningitis Research Foundation is able to approve a limited number of extensions which can only be applied for in exceptional circumstances. This is because Meningitis Research Foundation is required to cover the participant’s trip costs and can therefore only grant extensions in situations where both the charity and the participant are confident that the fundraising target will be reached.

Applications will be assessed on a case-by-case basis to determine whether an individual is granted an extension.

If an extension is granted, the participant will still be **required to raise the full total by the 100% milestone.** If this deadline is not met, a named guarantor will be asked to pay remaining balance between funds raised and the remaining target.

**How to apply for an extension**

In order to be considered for a fundraising extension, by **10am on the day of the 80% milestone**, the participant is required:

1. To ensure a minimum of **60%** of their overall fundraising target has been received by Meningitis Research Foundation by the day of the 80% milestone.

2. To submit **a full fundraising plan** including details of all fundraising activities, dates of events planned and estimated fundraising totals.

3. To provide the details of a **consenting parent/guardian who is willing to act as a guarantor for the outstanding amount**. This named guarantor must sign the Guarantor Agreement, acknowledging the extended deadline, and the maximum amount they will be required to pay should the participant fail to fundraise the agreed amount.

**All sections must be paid/completed, and the full form must be hand-signed, scanned\* and returned to students@meningitis.org no later than 10am on the day of the 80% milestone.**

\**please note photographs of forms will not be accepted. If you do not have access to a scanner please try using a scanner smartphone app such as Evernote Scannable.*

**Important**

Before applying for a fundraising extension, please be aware of the following key points:

- This fundraising extension will grant the successful participant until **the 100% milestone** to reach their final fundraising target in full.

For example:

* James has a fundraising target of £2,590 and he has currently raised £1,350.
* He applies for and secures an extension on the grounds that a minimum of £1,554 (60%) has been received by Meningitis Research Foundation by 10am on Wednesday 20th June 2018, the day of his 80% milestone (this means he must raise a further £204 before this date.)
* The remaining amount left to fundraise is £1,036. This is James’ extension amount.
* James will then have until Wednesday 25th July 2018, the day of his 100% milestone, to ensure the £1,036 extension amount has reached Meningitis Research Foundation.
* If James is unable to meet the full £2,590 by Wednesday 25th July 2018 the guarantor will then have until Wednesday 8th August 2018 to pay Meningitis Research Foundation the remaining amount.

- Until Meningitis Research Foundation have confirmed receipt of an Extension Application and Guarantor Agreement your trip place will not be secured.

- If Meningitis Research Foundation do not hear from you before **10am on the day of the 80% milestone** and you have not reached your 80% fundraising target, your trip place will not be secured.

- Decisions on whether to grant an extension rest with Meningitis Research Foundation and the decision of Meningitis Research Foundation is final in this matter.

- **Any participant who has not successfully reached at least 80% by 10am on the day of the 80% milestone will be removed from this year’s trip.**