

PARTICIPATING IN ENACTUS

The following guidelines govern the activity and communication by Enactus teams, Faculty Advisors, students and any other representatives of a team, while representing themselves as official members of the Enactus network and while operating under and with the use of the Enactus trademark.

The Board of Directors or National Advisory Board Members of each Enactus country, working within parameters defined by the global organization, determines eligibility rules for individual institutions as well as student and faculty participation.

The Enactus 501c (3) status as a non-profit organization in the United States does not extend to individual Enactus teams in the United States or any other operating country. Nor are the teams allowed to use the Enactus tax identification number when receiving contributions.

Teams

Each individual institution may have only one Enactus team. Additionally, branches of a college or university may each have their own teams as long as they are located on different campuses. In these instances, each team must have a different Faculty Advisor. It must be noted that individual country operations may have additional membership criteria, which would be communicated to teams where applicable.

Some countries may require new teams to apply for membership prior to being accepted as a member of the Enactus network. Please contact your Country Leader or Program Manager to see if this process is applicable in your region.

Once new teams are added to the network, there are intentionally very few rules or procedures established at a global level for how these teams should be organized and structured. This flexibility allows each institution to structure its team in a manner that best fits its faculty, student and community needs. Each team has complete freedom to adopt rules and procedures to govern its own activities, beyond those outlined in this handbook, as long as they are consistent with the Enactus Membership Guidelines.

This same flexibility applies to each team's programmatic/ outreach efforts. The only parameter Enactus places on a team's projects is that they should be designed to meet the judging criterion. Other aspects of the projects are left to the discretion of the team. These aspects include but are not limited to: the number of team members engaged in project implementation, the utilization of experts, the beneficiary type, media outreach, whether the curricula/training resources used are pre-designed or original content, and much more. The program staff members

in each country are also available to meet teams individually and can provide personal consultation to teams as they organize and develop their outreach projects.

Enactus utilizes a global auditing initiative for all teams competing at the Enactus World Cup. This audit is required and is conducted by the local country office. We have taken proactive measures to ensure that our country offices are fully-prepared for the process. We also encourage teams to prepare accordingly in the event that they are selected for an audit at any point in the year. Enactus and its country offices reserve the right to perform an audit of any team.

Faculty Advisors

In order to be recognized by Enactus, each team must have a Faculty Advisor. To qualify as a Faculty Advisor, candidates must be employed by the college or university they represent. No restrictions are made as to the specific nature of the applicant's role at the institution they represent. Each team may have more than one Faculty Advisor. All Faculty Advisors should be registered at www.enactus.org or through the Active Team Sheet (registration through the Active Team Sheet is a mandate for all Faculty Advisors outside of the USA).

Student

Any person officially enrolled as a graduate or undergraduate student at a college or university, whether full or part-time, is eligible to participate in Enactus. Students may only serve on the team of the university at which they are enrolled. Students who attend classes on more than one campus, or students enrolled in both a two-year and four-year program (or other) at the same time, may participate on more than one team, but are only permitted to represent one team at competition. Each individual team has complete authority to establish restrictions or qualifications for membership beyond those outlined above.

To be recognized as an official and active student participant by Enactus, students must have invested a minimum of 10 hours and registered online at www.enactus.org or through the **Active Team Sheet** (registration through the Active Team Sheet is a mandate for all students outside of the USA).

Alumni

To be a member of the alumni network, an individual must have been actively involved in Enactus while enrolled in a college or university. Upon graduation, registered team members can join the alumni network by changing status in their online accounts from "student" to "alumnus" or "alumna."

Special Partnerships and Opportunities

Enactus teams that are engaged in special partnerships and/or granted opportunities to be involved in certain activities through the efforts of the organization must adhere to the guidelines set forth in the Enactus Team Special Partnership/Opportunity Agreement. Note that special partnerships and opportunities include, but are not limited to: featuring teams and/or their projects in marketing campaigns (including www.enactus.org), internships, exchange programs, scholarships, speaking engagements/presentations at Enactus (or Enactus-affiliated) functions/events, projects with or without funding opportunities.

Liability Disclaimer

By participating in the Enactus program or events, the participating academic institutions, Faculty Advisors and team participants acknowledge that Enactus is not responsible for team projects, activities or events. Faculty Advisors and team participants will follow the guidelines set forth in the Enactus Team Handbook and their own institutional policies and regulations. Travel to Enactus events is strictly at each participant's own risk and expense.

Enactus shall not be liable for injury or loss of property traveling to or during an event. Participating academic institutions, Faculty Advisors and team participants agree to release, fully discharge, indemnify and hold harmless Enactus, its affiliates, officers, directors or representatives, from any and all liabilities, losses, claims, judgments, damages (whether direct or indirect, consequential, incidental or special), expenses and costs (including reasonable fees and expenses of counsel) that they may suffer or incur by reason of participating in any way in the Enactus program or at an Enactus event.

Code of Conduct

In the Enactus organization, where borders between countries are becoming increasingly transparent, principles adhered to by network participants are becoming the necessary criteria for building a good reputation in the international business community. The following principles are the basis on which ongoing quality relationships are formed and maintained. This Code of Conduct should be applied in good faith, with reasonable business judgment, to enable Enactus to achieve its mission within the framework of the laws of each participating country. It applies to all individuals participating in the network in any capacity (including, but not limited to: employees, student team members, Faculty Advisors, judges at Enactus competitions, alumni and members of the Enactus Board and Business Advisory Boards). These individuals will be referred to as network participants within this Code of Conduct.

Enactus expects all network participants to treat one another and all people with dignity and constant respect. We will value the differences between diverse individuals from around the world. Abusive, harassing or offensive conduct is unacceptable, whether

verbal, physical or visual. This consideration would prohibit any network participant at any time from physically or verbally abusing another person; from speaking negatively about other network members while representing themselves as an official member of the network; from using profane language or vulgar gestures; from demeaning or belittling another person or making derogatory comments about his or her race, sex, religion, age, disability, national origin or sexual orientation; and from engaging in conduct intended, or so reckless as to be likely to cause harm to another.

Enactus expects all participants to demonstrate honesty and integrity in their statements and actions. All participants shall adhere to the ideals of honesty, fairness and "doing the right thing" without compromise, even when circumstances make it difficult.

When speaking to the news media and in other public statements and settings, participants should conduct themselves with respect and dignity, and they should not demean the organization or other network participants. If, in the context of public statements and settings, participants wish to speak as private individuals, they shall make clear their intention to do so.

Network participants should display and use the Enactus logo only in accordance with the Trademark Guidelines and in a manner appropriate to the organization's purpose.

It is the personal responsibility of each individual working within and through the network to observe high standards of business and personal ethics in all dealings, whether inside or outside the activities of the network.

Enactus seeks to be highly regarded around the world. We wish to earn and preserve a good reputation by striving for excellence in everything we do. As a participant in the network, your actions are a reflection of the Enactus worldwide organization at all times. Any member of the network who believes another member has acted in violation of this code should report the violation in writing to the President and CEO. Any complaint not filed in this manner will be disregarded.

CONTACTING OTHER MEMBERS OF THE NETWORK

Enactus Board Members

Members of the Enactus Worldwide Board of Directors, Enactus Country Board of Directors and National Advisory Boards are enthusiastic advocates for Enactus and contribute a great deal of their personal time and energy on behalf of the worldwide organization. Based on their own schedules and resources, all Board Members have communicated to Enactus the manner in which they believe they can best serve the organization as well as protocols for how and/or if members of the network should direct unsolicited communications to them. Please contact Enactus for these protocols.

Any team wishing to make contact with any Enactus Board Member on behalf of its team or members must adhere to these protocols, unless that Board Member communicates other instructions to the team individually. This restriction includes solicitations for employment, requests for the board member to participate in a community outreach project or team activity and sponsorship opportunities.

Enactus Board Members serve as official representatives of their organizations. In addition to protocols for communication to individual Board Members, each Board Member has identified similar protocols for contact by members of the network to any individual or department of their organization. Teams are expected to review and adhere to these protocols when making contact with any of these companies.

These same rules apply for contacting members of each national organization's Board of Directors and their respective organizations unless otherwise communicated to the network members within that country. Contact the appropriate national organization for each communication protocol.

Enactus Staff

Members of the Enactus staff and each individual country organization's staff are dedicated to serving the needs and interests of the network's members. In all countries, there is a staff member assigned as the primary contact person for each individual team and its members. This could be the Country Leader or Program Manager. Teams are strongly encouraged to direct all communications to this person. If contact with other staff members of that country or Enactus is necessary, the contact person will facilitate that communication.

Enactus Teams

One of the benefits of our global presence is the opportunity for networking and collaboration among members of the network. Teams are strongly encouraged to engage in sharing and exchanges with other teams. Enactus and the leadership of each country organization treat the privacy of their advisors and student members very seriously. Information about the privacy policy can be found at www.enactus.org. This contact information is the property of each respective national organization and Enactus and will not be provided to other Faculty Advisors or team members without permission.

Teams who wish to make contact with other teams have the opportunity for networking and introduction at competitions and training events. See your Country Leader or Program Manager for help in contacting other teams.

OPERATING UNDER THE ENACTUS TRADEMARK

The Enactus name is a trademark of Enactus and legally registered in each of the countries that operate an Enactus national organization.

All officially enrolled teams are authorized to use the Enactus name and logo in association with their team's operational activities and outreach projects so long as:

- Those activities are consistent with the Enactus purpose and official code of conduct.

- They never alter, in any way, the official Enactus name and logo and adhere to all other rules explained in the official Enactus brand usage guidelines document.

Creating a Team Logo

Enactus has developed a team logo lockup to help teams easily create a logo that is consistent with the official Enactus brand guidelines. The University template, customizing instructions, and logo guidelines can be found at the logged-in section of enactus.org.

Brand Guidelines

The Enactus Brand Usage Guidelines will contain the complete terms and conditions for use of the Enactus name and logo by individual teams and countries. They define the visual and verbal elements that make up the Enactus brand including explanations, guidelines and examples of how to produce professional and correct Enactus branded communications and marketing materials.

The Enactus Brand Usage Guidelines will be housed at the logged-in portion of enactus.org. If you have questions about brand usage, please contact Tona Rowett, Vice President of Worldwide Marketing Communications (trowett@enactus.org).

Reference to Enactus

Please refer to Enactus as a “team.” Enactus is not a “club” or “chapter.”

Representation as Members of the Enactus Network

Teams should be aware that unless they receive expressed permission to do so, they are not authorized to speak on behalf of or otherwise represent Enactus Worldwide or any Enactus country operation. In communication within the Enactus network or to outside interested constituencies, teams are expected to make absolutely clear that they represent only the team of their particular institution.

Operating Outside Your Home Country

Enactus teams are authorized to conduct community outreach projects using the Enactus trademark in their home countries. They are also extended authorization to use the Enactus name and logo while conducting community outreach projects in countries outside their home countries, so long as they:

- Follow the same trademark guidelines outlined in this section.
- Inform their Country Leader or Program Manager via email of their intent to go abroad.
- If the team is going abroad to a country with an official Enactus national organization the Country Leader/Program Manager must inform the respective Enactus country staff of the team's intent before the team arrives in that country.
- Report their international activities at the end of the year on their Project Report.

Any team found to be in violation may be banned from presenting the international project at the regional, national or international levels of competition.

Because of legal and organizational considerations, there may be occasions when teams are asked to suspend the use of the Enactus trademark while operating in other countries. In those cases, the team would still be able to continue their outreach projects but would simply not be able to represent those activities as being conducted by an official member of the network or to use the trademark.

The license herein granted to Enactus Faculty Advisors and student team members shall not be exclusive, and Faculty Advisors and student team members hereby recognize that Enactus may license the marks to other persons or individuals now and in the future. This license may be terminated at any time and for any reason, including the violation of the terms and conditions of participating in the Enactus organization. Any person known to be using our trademarks while not affiliated with the organization or who is using these marks in violation of this document should be reported to Enactus Worldwide immediately.

Soliciting Network Memberships from Institutions

Much of our growth in membership within colleges and universities is directly attributed to the work of members of veteran Enactus teams in recruiting and then mentoring teams at new institutions. Enactus thanks these teams and challenges all members of the network to continue to identify and help recruit potential new members. As teams serve in this capacity within their home countries, they should be aware of the following guidelines:

- Teams are encouraged to coordinate their activities with the staff of their national organization.
- Teams are not authorized to actually extend membership to any other institution. Prospective colleges and universities must register/apply with their country's national organization, which based on that country's specific eligibility rules, will then make a decision as to whether or not to accept that application.

When attempting to discuss membership opportunities or assist with the organization of a team at institutions outside its home country, an Enactus team must first receive approval to do so from the staff of that country's national organization.

Unfortunately, for many legal reasons, we cannot extend membership in the Enactus network to institutions in countries that do not currently have a national Enactus organization in place. It is perfectly appropriate for teams to conduct community outreach projects in such countries and to collaborate with college/university students from that country.

Furthermore, if partnering with another college/university, they may not in any manner promote Enactus network membership opportunities, distribute official material or initiate organizational activities at the institution. Any Faculty Advisor or student team member who believes they have identified prospective network member institutions in such a country should contact the Enactus International Affiliate Division at international@enactus.org.

Participation at Enactus Events

Official events, including all regional/national competitions and the Enactus World Cup, are not open to the public.

An invitation is required, even for members of the network, to attend any official event. Invitations may only be extended by staff members of Enactus or an individual national organization.

Any guest registered by a team is subject to approval by the country organization or Enactus.

Teams that wish to organize events in the same metropolitan statistical area (MSA) at any time during or three days prior to and after an official event organized by Enactus or any national organization must adhere to the following guidelines:

- The team may not offer invitations for its meeting to any official event attendee or group of attendees, other than their own team members, during a time that the attendee(s) has been invited to or is scheduled to participate in any part of the official Enactus event.
- Members or constituents of the team may not solicit financial support from any individual that is an official guest of Enactus or any national organization.
- The team will notify Enactus or national organization in advance of their meeting plans and invitation list.
- The team will not promote or respond to inquiries from any member of the media in the MSA (see above).
- The team will not report any details of its meeting, activity, project, etc., during any official competitive event.

Working with Members of the Media

Teams are strongly encouraged to seek coverage of their outreach projects and team activities by local, regional and national media outlets. They are further encouraged to refer to and to use the media tools and templates available in team training materials, to include their institution's administration in their efforts, and whenever needed, to seek the advice and support of the Enactus staff.

Enactus and each national organization are also aggressively pursuing media opportunities. As Enactus and national organizations build relationships with the media to advance the mission of all teams around the world, it is important that a consistent message is being relayed.

To avoid conflict, dilution or over-saturation of that message, there will be occasions when Enactus or the staff of a specific national organization will need to limit and/or control communication to a particular media outlet.

In accordance with the Enactus Trademark Guidelines, please be sure to attach your team's name to any occurrence of the word "Enactus" in all press releases and other documentation when referring to initiatives that are specific to your team and not to the overall organization.

Violations

Any team found in violation of these Membership Guidelines may be denied the opportunity to participate in competitive events for a defined period of time, have its authorization to use the Enactus trademark in any manner temporarily suspended, have membership within the network permanently terminated, or be subject to some other action as deemed appropriate by the Enactus Board of Directors or the board of its individual national organization.