



# Enactus Ontario Tech Policy

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## About Enactus

Enactus Canada is shaping generations of entrepreneurial leaders who are passionate about advancing the economic, social and environmental health of Canada. We rally the energy, ideas and passion of Canada's best and brightest students who see business as a way to address social issues.

As a global network of 36 countries, Enactus is a community of student, academic and business leaders that is enabling progress through entrepreneurial action to transform lives and shape a better, more sustainable world.

## Enactus OT

Enactus at Ontario Tech aims to create a diverse, inclusive, and collaborative environment for its members to develop and harness their entrepreneurial skills to create and implement socially conscious projects in the local durham community and beyond.

## Mission

Our mission is to engage and empower Ontario Tech students towards limitless growth and innovative entrepreneurial action to build a better tomorrow.

## Core Values

- Ensuring environmentally conscious and sustainable behavior
- Commitment to empowering youth in entrepreneurship
- Encouraging innovation and efficiency
- Striving to develop leadership
- Creating an accountable, diverse and inclusive team

## Team Minimum Quality Standards

As agreed upon in their Team Affiliation Agreement, all teams must meet the following Minimum Quality Standards to remain fully active in the Enactus network. Failure to do so results in the team being put on a Performance Enhancement Plan for the following year, upon which they will work closely with their Program Manager to ensure standards are met.

The quality standards below have been pulled from the existing list of Quality Metrics we encourage teams to strive for:



1. “The team has at least one committed Faculty Advisor who communicates regularly with the Enactus Canada office”
2. Administration recognizes Enactus on campus
3. Team membership comprises of at least 10 active students
4. Team has clearly structured its leadership positions with well-defined roles and responsibilities, and accountabilities to its membership
5. The team has created a budget with well-defined plans for funding operations and activities
6. The team competes at a Regional Exposition
7. The team accurately reports their year-end data on time, including project partnerships final impact reports
8. The team competes at the National Exposition
9. The team runs a least one project that generates impact and meets the Enactus Judging Criterion

## Tools and Resources Guideline

All enactus-related tools should be used with your ontariotechu.net emails.

### Trello

Enactus Ontario Tech utilizes [Trello](#) to create and track all tasks and operations. Trello is a web-based Kanban-style list-making application. Each project will have it’s own Trello board in addition to the General Enactus Member board. All active Enactus OTU members must have a Trello account and have access to both the General Member Board and their designated project board. Project Leads have control over their project’s Trello board and must ensure all active project members are added to the board.

### Canva

All marketing and promotional material for Enactus OTU or Enactus OTU must be made using [Canva](#). Each project should have it’s own Canva account, as well as a general Enactus account.

### Google Drive

All Enactus OTU files must be uploaded to the team Google Drive. New members must be added to the drive by the Presidents using their school assigned email. General members may not delete anything from the drive, if you wish to remove a file it must be put in the “To Be Deleted” folder where it will be reviewed by a member of the executive team. The Google Drive is to be utilized only for Enactus OTU content.



## Google Calendar

All members must have their current schedules uploaded onto their Google Calendar. This allows Project Leads to know members availability and set meeting times. All Enactus OTU meeting invites will be sent through Google Calendar.

## Slack

Enactus OTU has a Slack workspace where all conversation related to Enactus and/or Projects should be conducted. All members must download the slack desktop and mobile [apps](#) and turn notifications on so as not to miss any important announcements. Executives and Project Leads can create new channels as needed.

## Website Development

All projects will have a page on the Enactus OT website for their use. To gain access to this page to edit, please request permission from the designated executive. Any edits to the project page must be approved by the executive team. Once the edits are approved, the page will be updated on the live site.

If a project wishes to register a new website domain name, they must submit a written request to the Enactus OT President(s).

All Enactus OTU websites should be created using [Bootstrap](#) or [WordPress](#). Once the website is complete, it must be approved by the executive team. If the website passes approval, it will be uploaded onto the Enactus OTU private server.

All websites must have a designated admin who is responsible for updating, maintenance, and all other website responsibilities.

## Branding Guidelines

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



It is important that you use the logo that was provided to you by your Program Manager. That logo is available in your team Google Drive folder. If you can't find it, please contact your Program Manager.

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.

Enactus teams 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 in their Final Report

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

For complete branding guidelines and marketing best practices, please refer to the Enactus Canada's [Marketing Handbook](#)

## Reporting

All reporting will now take place through an online system team.enactus.ca. At the beginning of the year, a login to the online system will be shared with the student leader of each Enactus team. To access the online system, login at team.enactus.ca. Enter your assigned username and password your Program, Manager sent to you. If you have forgotten the login information you will need to contact your Program, Manager to reset it for you. The online system will manage the following:

- Team Management



- Volunteer Hours Tracking
- Project Management
- Project Goal Setting
- Project Accelerator Applications
- Project Accelerator Progress Updates
- Project Accelerator Final Impact Reporting
- Final Reporting

For Additional information on the online system please refer to the Enactus Team Reporting Handbook.

## Budgeting & Financial Tracking

It is extremely important that from year to year your team establishes and maintains a budget of all costs your team incurs throughout the year. This will empower you to accomplish your goals, run your projects, and attend competitions.

In the summer, Project Leads and Execs are required to submit an estimated proposal of their needed budget for the year. This will allow the President(s) to create a team budget and present this to active sponsors for funding requests.

Once you've determined your projected expenses and revenues, it's important that you keep track of the money coming in and out of your account throughout the year, to ensure that every dollar you do earn gets spent appropriately.

- [Sample Budget Template](#)
- [Use QuickBooks FREE](#)

## Logging Volunteer Hours

Every student on the Enactus team will be required to log hours monthly by filling out the online form at: <http://bit.ly/enactus-time>. The form requires each student to input their email and number of hours spent on Enactus. The email used to log hours must match with an existing contact's email in the online system, so the same email should be used when filling out their contact information (ie. their student email address). After the online form is filled out, it will be sent to the team's president to approve.

## Project Management

Projects will be need created and added to the online platform. Once projects are created on the online system you can start adding project metrics. At year-end you will be required to submit the project metrics for reporting purposes. It's helpful to work on it throughout the year, and



when you are ready to submit data simply change the 'Workflow Status' field to "Pending Review".

## Final Report

It is mandatory for all Enactus teams to complete a Final Report at year end. On one hand, it allows your team to measure the impact you've achieved throughout the year and see how it compares to what you set out to do. The Final Report should be the foundation of your Nationals presentation, what you build upon to tell your participants' story. On the other hand, it allows Enactus Canada to better capture the impact achieved within the network. This allows us to better tell our story, gaining support for the network to better serve academic institutions for years to come and provide new value-adding opportunities to students like you.

Only one Final Report is required per team. This will also be submitted through [team.enactus.ca](http://team.enactus.ca) and is comprised of the following elements:

1. Project Information
2. Project Description
3. Testimonials
4. Participant Impact
5. Demographic Information

At year-end you will be required to submit the project metrics for reporting purposes, when you are ready to submit simply change the 'Workflow Status' field to "Pending Review". Enactus staff will then review your report and communicate any required changes. It may be returned back to you for "Final Edits" to allow for further refinement or last-minute changes. Whenever the report is pending review by Enactus staff it cannot be modified by Enactus teams.

## Project Accelerators

Developed in collaboration with corporate and organizational partners, project partnerships provide Enactus teams with the opportunity to apply to receive funding and/or mentorship to support the development of projects focused on a specific need or community group.

## Application Process

To apply for one of these opportunities, you will have to complete an application form on [team.enactus.ca](http://team.enactus.ca), describing your project (or your project plans) and how they relate to the Selection Criteria. To apply login to [team.enactus.ca](http://team.enactus.ca) and on the sidebar menu choose projects then 'Create Project Accelerator'. A form will allow you to enter a name for your application and choose which accelerator to apply for. When you are satisfied with the information provided change the status field from 'Editing' to 'Pending Review'. Enactus staff will then review the



application and notify you of the next steps. For additional information on the online system please refer to the Enactus Team Reporting Handbook.

[Full List of Project Accelerators](#)

## Disbursement of Grants

Upon confirmation that your team has been selected to receive a Project Accelerator, your team will be required to submit an MOU to Enactus Canada. 75% of the grant will be disbursed upon reception of the signed MOU. The remainder of the grant will be disbursed upon reception of the Final Impact Report in April.

## Best Project Award

Enactus teams are required to submit Final Impact Reports. The Final Impact Reports will be submitted through [team.enactus.ca](http://team.enactus.ca). Enactus staff will then review your report and communicate any required changes. It may be returned to you for “Final Edits” to allow for further refinement or last-minute changes. Based on the outcomes of their initiatives and the quality of their reports, one Enactus team will be selected to receive the Best Project award which will be presented at the 2020 Enactus Canada National Exposition.

## Awards & Recognition

Each successful Enactus team can count a long list of individuals who have contributed time, energy, and creativity to their cause. To recognize this, Enactus Canada has established individual and team awards to provide teams the opportunity to recognize their strongest supporters and active members.

To view the full list of awards, application information and deadlines, visit <http://enactus.ca/what-we-do/giverecognition/>

## Presidency

The Student Leader is the primary contact for the Enactus team and is the representative who regularly communicates with Enactus Canada. As the leaders of the Enactus team the Student leader will be the liaison between the team and the Faculty Advisors, as well as their Program Manager at the Enactus Canada National Office.



## Succession

The process of selecting a new Student Leader should be a seamless interaction between faculty advisors, the outgoing president, and/or Enactus alumni. They act as a selection committee to help ensure that the new Student Leader is selected for the team prior to the Enactus Canada National Exposition.

The incoming president(s) should:

- Be familiar with their Enactus team's projects
- Be comfortable with their Faculty Advisor(s)
- Have strong leadership skills
- Be organized, meet deadlines and be able to manage competing priorities
- Be willing and ready to communicate on a regular basis with their Enactus Canada Program Manager
- Not be an executive in another student organization or club

## Role

- The incoming president(s) will positively portray Enactus on campus
- The incoming president(s) will communicate frequently with their Project Manager
- The incoming president(s) will meet all deadlines set by their Program Manager
- The incoming president(s) will engage Faculty Advisors in key decision making
- The incoming president(s) will respect adhere to the Minimum Quality Standards
- The incoming president(s) will empower team members
- The incoming president(s) will lead by example
- The incoming president(s) will achieve a budgetary surplus (the bank account should be in a better position at year-end than it was at the beginning of the year)
- The incoming president(s) will be involved in succession planning
- Proper succession planning and procedures will be implemented to transition the incoming president(s)

## Code of Conduct

This Code of Conduct is to be applied in good faith by all individuals involved in Enactus Ontario Tech University programs including students, faculty advisors, and other volunteers ("Members").

Members shall treat others with dignity and respect. The conduct of Members shall be characterized by honesty, integrity, fairness and propriety in all circumstances and in all dealings with other Members, external stakeholders and third parties.



Members shall respect their own diversity. Abusive, harassing or offensive conduct, language or visual depictions are unacceptable. Members are prohibited from physically or verbally abusing another person; from using excessive 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.

When speaking to the news media and in other public statements and settings, Members should understand they might be viewed by the public as spokespeople for Enactus OTU. Therefore, they shall conduct themselves with restraint and dignity, and shall not directly or indirectly, demean Enactus OTU, any Member(s) or other organization(s). If, in the context of making a public statement, a Member wishes to speak as a private individual, he or she shall make their intention clear to the interviewer and the audience, shall require that their remarks be personally attributed and that their views are not necessarily the views or position of Enactus OTU. At no time shall Members hold themselves out as speaking on behalf of or representing Enactus OTU unless they have been expressly authorized by the executive team or the faculty advisor in advance.

Members shall display and use the Enactus Canada logo only in a manner appropriate to Enactus Canada's Mission, and with Enactus Canada National Office's permission.

Members shall be considerate, respectful and collaborative and refrain from demeaning, discriminatory or harassing behavior and speech. Unacceptable behaviours include:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct by any Member
- Harassment may include: offensive verbal or electronic comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces; deliberate intimidation, stalking or following; harassing, photography or recording; sustained disruption of sessions, talks or other events; inappropriate physical contact, and any unwelcome sexual attention
- Physical verbal, or written, abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined the executive team and faculty advisor, in their sole discretion.
- Possession of a weapon or any item that can be used as a weapon, which may be used to threaten or cause injury to others if used in a certain manner.
- Any destruction or vandalizing of personal property belonging to Enactus OTU, within the Brilliant Catalyst Space, or belonging to another Member(s).
- Any boisterous, lewd or offensive behavior or language, using sexually explicit or offensive language or conduct, profanity, obscene gestures, or racial, religious or ethnic slurs.
- Any other illegal activity.



- Failure to obey any of the rules or regulations of the Brilliant Catalyst space.

If you believe that a member has acted in violation of this Code of Conduct please immediately report the incident to your Faculty Advisor or a member of the executive team.

## Member Minimum Quality Standards

All members must meet the following Minimum Quality Standards to remain on the Enactus Team. If unable to meet the requirements, the current President(s) will review the standing of the team member and decide the appropriate action (see Three Strike Rule). If the team member has faced extenuating circumstances they should contact the Presidents immediately.

1. Team members must be willing to dedicate a minimum number of hours per month to Enactus OTU projects and/or assignments based on their role on the team.
  - a. General Member - minimum 10hr/month
  - b. Project Lead - minimum 20hr/month
  - c. Vice President - minimum of 30hr/month
2. Team members must abide by the [Code of Conduct](#) set by Enactus OTU at all times
3. Team members must submit their volunteer hours at the end of every month (See [Logging Volunteer Hours](#))
4. Team members must have the most updated version of their schedules on Google Calendar ([Google Calendar](#))
5. Team members must attend all meetings scheduled by either their respective Project Lead or the Presidents.
  - a. Limited exceptions will be allowed only if notice is given to the meeting organizer prior to the meeting.
6. Team members must remain in good academic standing with the university.
7. Team members are expected to attend all team networking and social events, competitions, or retreats.
  - a. Limited exceptions will be allowed only if a member of the executive team is notified of absence and if the reason for absence is considered valid.
    - i. Validity of absences will be decided on by the executive team on a case-by-case basis
8. Team members will accurately report all expenses and/or other resources utilized during Enactus OTU operations (See [Budgeting & Financial Tracking](#))
9. Project Leads must have access and make use of the Enactus Canada dashboard for tracking project metrics, goals and updates (See [Project Management](#))
10. Team members and executives will meet all deadlines as assigned by Enactus Canada
11. Team members must use all [Slack](#) for conducting Enactus discussions, notifications must be turned on.



12. General members may not contact potential partners to speak on behalf of Enactus to create agreements or expectations for a collaboration without prior approval from the Project Lead and/or the President(s).

## Three Strikes Rule

If a member fails to meet the minimum quality standards, there will be a three strike system to determine the resulting action.

Strike 1: Will result in a mandatory meeting with a member of the executive team

Strike 2: Will result in a mandatory review meeting with the Presidents

Strike 3: Will result in immediate suspension from the Enactus team.

A member who has been previously suspended from the Enactus OTU Team may reapply to join the team in the next academic term directly following suspension, provided a period of at least one month has passed since the initial suspension. A suspended member's readmission to the team will be reviewed and decided on by the executive team at time of application.

## Membership Agreement

I, \_\_\_\_\_, agree that I have read the above policy guidelines for Enactus Ontario Tech. I promise I will abide by all Enactus OTU and Enactus Canada rules and regulations during my time as a member of Enactus.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date



# Competition & Events

## Collaboration Summits

### Purpose

Enactus Canada hosts events regionally across the country to connect local teams, exchange best practices and learn together. This is a great opportunity to engage new and old members within the network before the competition season even starts. Join us and jumpstart your Enactus school year!

### Registration

You must register to attend, using the following link:  
<http://enactus.ca/collaboration-summit-registration/>

## Enactus Canada Calendar

All upcoming dates and deadlines can be found [here](#)

## Competition Overview

### Regionals

Annually, Enactus Canada Regional Expositions take place in Atlantic, Western and Central Canada, and bring together student, academic, and industry leaders to celebrate the achievements of Canada's future leaders. During the event, students showcase how their community outreach projects and business ventures are making a real impact in Canada and beyond by competing in various National Challenges related to financial education, environmental sustainability, youth empowerment and entrepreneurship.

All dates and registration deadlines can be found on the [Enactus Programmatic Calendar](#).

### Locations

- Western Regionals (Calgary)
- Central Regionals (Mississauga)
- Atlantic Regionals (Halifax)



## National Challenges

### Live Presentation

Each competing team will have an eleven (11) minute time block for its verbal/audio/visual presentation. Once the faculty advisor and team have been formally introduced, the time will be divided as follows:

- Equipment set-up and annual report distribution - three (3) minutes
- Live audio-visual presentation - five (5) minutes
- Question and answer period – three (3) minutes

### Judging Criteria

Each National Challenge has its own distinct Judging Criterion. You can find individual documents outlining the judging criterion for each of the National Challenges on the [Resource Library](#). Each document also includes tips and tricks on how to measure the impact of your project in this challenge, and how to best present your results. Be sure to give these documents a thorough read!

The following ideas serve as a guide to help teams and judges better understand the framework and content of the criterion.

- How effective was the team in demonstrating:
  - Entrepreneurial Leadership
  - Use of business principles
  - Use of Innovation
  - Sustainable positive impact related to either financial education, youth empowerment, environmental sustainability or entrepreneurship.

### Written Report

Each competing team will be required to complete a “Challenge Report”, a standardized annual report limited to one single sheet of 8 ½” X 11” paper with print on only one side of the sheet. You must use the template provided. Teams are NOT allowed to delete the ‘required metrics’ section, however, can modify the “other outcomes” section if they so choose

You will be notified by your Program Manager regarding the number of copies you will need to print approximately one week prior to the event.

Reports are distributed by team members to the judges during the set-up period as outlined below. **One** report must be reviewed and signed by the team’s student leader, faculty advisor, and dean or administrator and handed in at the registration desk upon arrival at the Enactus Canada Regional Exposition. A digital copy of the report must be emailed to your Program Manager prior to the event.



*Note: The report is the only document you are allowed to distribute to judges during the set-up period.*

### Project Verification Form

- Every team must request that their Faculty Advisor, one student and one administrator (e.g. dean, department chair or institution president) review their Annual Report and sign the Project Verification Form.
- If a team's Faculty Advisor is also an administrator, the form must be signed by another administrator.
- The Project Verification Form serves as just one part of an internal audit of projects and activities at all levels of competition: Regionals, Nationals, and at the Enactus World Cup.

### Prize Structure

The regional rounds of competition for National Challenges will take place with teams competing in one of the leagues at each of the Enactus Canada Regional Expositions. The first-place teams from each league will move on to compete in the National Challenge Final Round of Competition during the Enactus Canada National Exposition.

This competition is designed to reward the Enactus teams that best fulfil the judging criterion. The award structure for each National Challenge is as follows:

#### Regional Round of Competition

<i>Second-Runner Up</i>	\$500
<i>Runner-Up</i>	\$1,000
<i>Regional Champion</i>	\$1,500

#### Final Round of Competition

<i>Best Project Idea</i>	\$1,000
<i>Second Runner-Up</i>	\$1,000
<i>Runner-Up</i>	\$2,000
<i>National Champion</i>	\$3,000

### Spirit Videos

Each year, Enactus teams create a 20 second video demonstrating their team's personality and Enactus spirit. These videos are displayed in the Opening Ceremony of each Regional



Exposition, to introduce your team to all other teams in attendance. This is your time to shine, to let us know what your team is all about, and to show us how much Enactus spirit you have!

#### RULES:

1. Video must introduce your team/feature your team name (there will be no introduction to individual videos)
2. Length cannot exceed 20 seconds
3. Must be converted and sent as .mp4 file (HD is highly recommended)
4. Send the file to your Program Manager via DropBox , Google Drive, or WeTransfer

## Nationals

Annually, the Enactus Canada National Exposition brings together student, academic and industry leaders from across the country to celebrate the achievements of Canada's future leaders and entrepreneurs. Over the course of the three-day event, students showcase their community outreach projects and business ventures that are enabling progress through entrepreneurial action. Through rounds of live, presentation-based competition, business leaders serve as judges to determine which Enactus team and student entrepreneur will be named National Champions and represent Canada on the global stage at the Enactus World Cup.

### Registration

The team leader of each team is responsible for completing the following team:

<http://www.enactus.ca/teamregistrationformnationals/>

Each attendee must individually register to attend the competition, using the following forms:

**Students:** [www.enactus.ca/studentnational](http://www.enactus.ca/studentnational)

**Faculty:** [www.enactus.ca/facultynational](http://www.enactus.ca/facultynational)

**Administrators:** [www.enactus.ca/administratornational](http://www.enactus.ca/administratornational)

### National Challenge Final Round

Developed through collaboration with corporate and organizational partner companies, National Challenges empower Enactus teams to implement viable solutions to a specific economic, social or environmental need. For the partnering company, National Challenges provide an opportunity to mobilize emerging leaders to tackle one of their community priorities while fostering relationships locally between enterprising youth and employees.

### Mandatory Reports

It is important for teams to understand the rules and prerequisites for participating at a competitive event. Each competing team is required to submit the following reports in order to compete:



## 1. Annual Reports

- This mandatory report must be typed in a legible font-size and should provide an overview of the team's efforts, results and achievements. It may also include information on future plans for growth and expansion. Annual Reports are limited to the dimensions noted below, but can be bound or folded in any manner:
  - Four single sheets of 8 ½" X 11" or A4 size paper with print only on one side of each sheet.
  - Two single sheets of 8 ½" X 11" or A4 size paper with print on both sides of each sheet.
  - One sheet of 11" X 17" or A3 size paper with print on both sides.
- Please note: Using one of the dimensions above but cutting the paper in a manner which causes a change in the size is NOT permitted.
- Important points regarding the annual report:
  - If a team uses a cover or back page, it will count as one of those pages.
  - Teams should not use folders, report covers, etc. in conjunction with their Annual Reports.
  - If a team wishes to include a team bio along with the Annual Report (see 'Team Bio' section for more details), the bio must be a completely independent document (not embedded within Annual Report) and may NOT include any info/photos related to projects.
  - Only numbers in the final report may be presented on.
  - Active team sheet must be updated and match numbers in presentations.
- Although Enactus encourages creativity with the formatting of the annual reports, we ask that teams give careful consideration prior to fully employing new ideas (inclusive of changing the shapes, sizes, etc. of the report). Please contact your Country Leader or Program Manager to ensure that any new ideas are within the guidelines of Enactus.
- Annual Reports are distributed to the judges during the setup period as outlined in the Live Presentation section of this handbook. Teams will be notified in advance of the number of Annual Reports they are required to bring to regional, national and Enactus World Cup competitions. All judges must receive a copy of the Annual Report. For samples of Annual Reports please visit [www.enactus.org/worldcup](http://www.enactus.org/worldcup).

## 2. Project Verification Form

- Every team must request that their Faculty Advisor, one student and one administrator (e.g. dean, department chair or institution president) review their Annual Report and sign the Project Verification Form.
- If a team's Faculty Advisor is also an administrator, the form must be signed by another administrator
- The Project Verification Form serves as just one part of an internal audit of projects and activities at all levels of competition: regional, national, and at the Enactus World Cup.



## Violations

If a team does not accurately submit any of its mandatory reports, it will be subject to the following process and penalty: the team will have an opportunity to compete so long as it rectifies the problem prior to its scheduled presentation time (i.e., secure appropriate signatures on the Project Verification Form.).

If the issue is not rectified, the team will be permitted to participate in the event and deliver its presentation to the judges; however, it will not be scored nor will the team qualify for any awards. If a team presents or displays any inappropriate or offensive material, it will be subject to automatic disqualification.

## Additional Materials

No documentation, materials, gifts, or other handouts may be given to any judges before the champion team is officially announced with the exceptions of the team's Annual Report and a Team Bio, which provides a brief biography of each team member for possible recruiting purposes.

The Team Bio should be five single sheets of 8½" X 11" or A4 size paper with print on both sides of each sheet OR ten single sheets of 8½" X 11" or A4 size paper with print on only one side of each sheet. The Team Bio may not be placed inside the Annual Report, and it must be distributed to judges as a separate document.

Teams are permitted to showcase, from the stage, project-related materials to judges so long as they are not considered offensive or would cause any sort of controversy. Judges may not touch, taste, smell, or feel any of the additional materials displayed.

## Legal Ownership of Projects

Enactus Canada teams are allowed to structure their projects as they see fit. Some may choose to create a separate legal structure for the project, distinct from the team, while others may not. Enactus Canada requires that the legal structure and ownership of all projects mentioned during a competition be disclosed in the team's annual report if the project is not entirely owned and controlled by the team. For example, if the project is legally registered under a student's name, that fact must be disclosed.

Please note that projects or businesses owned or controlled by an external party (someone who is not an Enactus student, or the team itself) cannot be presented as Enactus projects at the Enactus Canada National Exposition. If a team collaborated with a project or business that is owned and/or controlled by an external party (including the academic institution or Faculty Advisor), they may present the impact of that collaboration so long as they make a clear distinction between what their role was and that of the external organization, only taking credit for the team's contribution and what they can fairly claim as their own impact.



If the ownership or control of a project created by an Enactus team shifts to an external party, the team may take credit for having created a successful and sustainable project, but the project can no longer be presented as part of the Enactus team's project portfolio. If the team continues to make a contribution to the project, they can present the portion of the impact they can fairly take credit for, as they would in a collaborative project with any external organization.

### Live Presentation

Each competing team will have a 25-minute time block for its live presentation. The League Coordinator will keep the official time. After the League Coordinator has formally introduced the team, the time will be precisely divided as outlined below.

- 3 Minutes Set-Up Period
- 17 Minutes (Live Presentation)
- 5 Minutes Q&A Session

### Set-Up

The team will have a maximum of three minutes to distribute the Annual Reports for judges to review prior to its presentation and to set up presentation equipment (start computers, power-up projectors, check lighting and sound, etc.). Remember: once the team has tested the equipment, projector lenses must be covered, no images or text are allowed to be projected and no music or sound effects are allowed to be generated for the remainder of the set-up period. Anyone, including faculty, may assist with the setup or operation of audio-visual equipment; however, only student members may participate in the presentation and take questions from the judges

Presentation time blocks are uniform globally; however, the only exception applies to the Final Round of competition at the Enactus World Cup and at any Enactus National Competition that has a Final Round level. For these segments, there will be no timed set-up period. Final Round competing teams will be given a reasonable amount of time to set-up and test their audiovisual equipment and will receive assistance from Enactus' technical/ production crew, especially where some of the equipment being used is provided by Enactus. After these have been successfully tested, the team will be introduced and then given 3 minutes to distribute its Annual Reports to the judges. The remaining segments of the Live Presentation for the Final Round will align with the time block outlined. Teams are strongly encouraged to have their presentation on a USB stick as back-up in case data transfer becomes necessary.

### Q&A Period

There will be a mandatory five-minute question and answer session for the judges. During this time, projector lenses should be covered, no images or text should be displayed and no music or sound effects should be generated. Please note that any time remaining from the 17-minute live presentation will not be added to the mandatory question and answer session.



### Room Set-Up & Equipment

No team may set up any equipment in the presentation room before being formally introduced. All equipment must be self powered or use electrical outlets inside the competition room.

Enactus Canada will provide the following equipment in each presentation room:

- One eight-foot/2.5m or larger screen
- One extension cord
- One A/V Table/Cart to set your computer and projector on
- HDMI Cable

Enactus Canada is not required to provide other equipment of any kind, such as computers, slide projectors, speakers, monitors, TVs, etc. It is the sole responsibility of each team to secure the use of any other equipment.

### Equipment Failure

Should there be any technical issues/failures, the Enactus organization will not be responsible for its effect on the presentation, competition outcome, or any costs that may be incurred as a result of damaged equipment. The team bears full responsibility.

If a team's presentation equipment ceases to operate because of a power failure in the competition facility, the competition will be halted until the problem is corrected. If the electronic equipment the team brings into the competition room fails, the time will continue to count down from the presentation time block.

### Competition Room Access

Competition rooms are open to all registered attendees. Teams and visitors are invited to watch other teams present, but they are asked to enter and leave rooms only during the set-up period and breaks. No one (except members of media and Enactus staff) may exit the room during the presentations or Question and Answer period. The area behind the judges is considered public domain. Doors to the competition room must remain unlocked and clear at all times to provide access to Enactus staff.

### Video Policy

By participating in any Enactus-sponsored event, each team grants Enactus the right and permission to document and publicize or otherwise utilize its Annual Report, audio-visual presentation and outreach projects for illustration, advertising, training or any other lawful purpose. Teams may record the presentations of other teams at competitions under the following conditions:

- No lights are to interfere with or inhibit the presenting team.
- The team videotaping should be courteous and cause the least amount of distraction possible to the presenting team.
- Set-up must be behind judge and audience seating.



- No video footages and photos taken at Enactus events should be used inappropriately. Teams may treat these as resources so long as they are used with respect for the people being videotaped and photographed.

### Media Policy

The official Enactus photographer and videographer and members of the mass media approved by Enactus have full access to all presentation rooms at any time. This includes the use of lights and necessary equipment. All teams should be prepared for the possibility of members of the media taping or taking pictures of their presentations.

## Student Entrepreneur National Competition

To celebrate the entrepreneurial spirit of young Canadians, Enactus Canada runs the Student Entrepreneur National Competition, proudly hosted by the John Dobson Foundation. The Student Entrepreneur National Competition highlights the success of full-time students operating businesses, which are creating jobs and furthering investments in our economic future. Are you, or do you know someone on your campus or on your team who runs a business while studying full-time? Remember to promote the Student Entrepreneur National Competition on your campus! Help Enactus Canada find the best of the best student entrepreneurs on your campus by putting up pre-made flyers, making announcements in general meetings and reminding those on your team to nominate!

### Eligibility

To be eligible for the competition, students and their businesses must meet the following criteria:

- Be a full-time undergraduate and/or graduate student at a Canadian university or college for the current academic year
- Be a founder and have at least 25% ownership of the company with no other individual or group with greater ownership, and be the individual primarily responsible for the business' operation
- Have not been a previous National Champion of the competition or competed in the final round of the Student Entrepreneur National Competition during the previous school year.

### Competition Details

Nomination and application process:

- Starting in September nominations for the Student Entrepreneur National Competition are accepted through an online nomination process, at <http://enactus.ca/student-entrepreneurs/>
- Nominees receive an application directly from Enactus Canada staff after they have been nominated with an application and more information package.



- Nominees are asked to submit an application outlining their company and their experience as an entrepreneur as well as a short one-minute video pitch to supplement their application.
- Judges in each province review applications and select 12 finalists

NOTE: Nominees **may** self-nominate

### National Round of Competition

- All 12 finalists will compete at the Enactus Canada National Exposition; presenting their business to a panel of judges in an opening-round, semi-final round and final round of the competition.
- Through the series of presentations, judges will select who advances and determine who will be the Student Entrepreneur National Champion

### Prizes

- Provincial champions each receive complimentary lodging and travel to the National Exposition
- The Student Entrepreneur National Champion receives a \$10,000 cash prize
- Enactus Canada pursues local, provincial, national media coverage for each province and national champion

### Leadership Summit

Held every year directly after the closing of the Enactus Canada National Exposition, the Leadership Summit enables incoming Enactus student leaders from all over the country to get to know one another, share best practices, and forge collaborative relationships to kick off the year positively.

Two (2) students per team are invited to attend the Leadership Summit. We recommend that the 2 students be on the incoming leadership team (President, Vice-President, etc.).

## World Cup

Like in business, we believe that competition in the social sector encourages creativity and rewards results. For Enactus, the regional, national and global competition process ultimately means more lives impacted around the world. One National Champion team from each of our 37 operating countries qualifies to participate in the Enactus World Cup where they will compete for the title of Enactus World Champion.

Every year a select group of 3,500 student, academic, business, government and foundation leaders from around the globe meet at Enactus World Cup to showcase how entrepreneurial action and shared innovation is transforming lives and creating a better future for us all.



Our signature global event – this unique gathering provides the opportunity for present and future world leaders to see how ideas are being turned into action as they experience three unforgettable days of collaboration, competition and celebration.

**Challenge the status-quo of thought leaders and enjoy a curated, interactive dialogue of global action leaders.**

Through diverse and fresh perspectives, we focus on the positive power of business, innovation and entrepreneurial action to address the most important issues affecting the world. This forum shares real progress in key areas of women’s economic empowerment, food and water security, entrepreneurship and more. The energy created when world business leaders intersect with student innovators will fuel your experience, motivate personal change and drive new ideas.

**Experience how shared insights are fueling innovation and driving global impact.**

This global competition is qualified from over 1,700 university based Enactus teams down to the National Champions from each of our 37 operating countries. Each team has 12-minutes to showcase their projects of entrepreneurial action that are not only making a difference in the world, but also have the momentum to create new careers, spark business innovation and deliver fresh energy for social impact. These projects are evaluated by business executives serving as judges who determine which teams advance to the next rounds of competition.

**Celebrate diversity of culture, abundance of ideas and the synergy of cross-generational leadership in action.**

Throughout the event attendees come to know the excitement and passion that is realized when a group of people who are personally invested in each other, and the lives of the people whom their work is intended to serve, gather together to recognize, encourage and celebrate one another and the infinite possibilities of real human progress

Hundreds of global business, government and foundation leaders from around the world who share a belief in the power of entrepreneurial action participate in Enactus World Cup each year.

Student, academic, business and government leaders from our 36 operating countries and beyond will come together at Enactus World Cup. While a selected 3,500 will attend the event in person, 25,000+ are anticipated to participate through local watch parties and personal viewing of the live streamed content and interactive online sessions.

## Competition Grievance Policy

At Regional and National Competitions, students should direct any complaints or concerns about competitions proceedings to their Faculty Advisor. The Faculty Advisor should assess the matter, and then decide whether or not to file a formal complaint. At the Enactus World Cup, teams should direct any complaints or concerns to their Country Leader. The Country Leader should assess the matter, and then decide whether or not to address the matter with their respective Enactus Worldwide representative.



At any level of competition, judges may direct concerns to the League Coordinator(s) and/or Enactus staff members assigned to their league and may only file complaints for the league in which they judged. Whenever an issue is unable to be resolved at the event, complainants will be required to submit their concern in writing (full name, position, affiliated institution, detailed summary of the issue including specific room/location of the incident being reported, and contact information) to Enactus Canada (at regional or national competitions) or Enactus Worldwide (at World Cup).

Formal complaints related to Enactus Canada competitions should be submitted in writing to [programs@enactus.ca](mailto:programs@enactus.ca). All formal complaints will be reviewed by the Enactus Canada Programs Committee. Written findings will be submitted to the filing individual(s) within 30 days of the receipt of the appeal. Decisions by the Enactus Canada Programs Committee are final.

For all levels of competition:

- Complaints must be submitted within 30 days of the suspected violation.
- Anonymous complaints will be disregarded
- Teams cannot request a copy of the complaint against them