



RFCA Y&H “200 CLUB”
CASH AWARD RECRUITING INCENTIVE

INTRODUCTION

1. 65% of all Reserve recruits state that they were recruited by a friend. In addition, having a mentor during the Basic training process helps to reduce wastage.
2. In order to capitalise on this trend the award of £200 to the friend/mentor is aimed at encouraging trained Reservists to contribute actively to the recruiting and retention effort.

THE SCHEME

3. For every recruit who completes Basic (Phase 1) training, the trained Reservist (or sponsor), who originally introduced the recruit, will be entitled to a cash award of £200 (net of tax). This incentive is designed to encourage the sponsor to mentor the recruit through the initial training period (and beyond) thereby making a positive contribution to retention.
4. This scheme will be reviewed annually but will only be withdrawn or amended with two months' notice.

DEFINITIONS

5. 200 Club - The name of the scheme.
Sponsor - The trained Reservist, **not attached to the recruiting staff**, who introduces the recruit at his/her unit location.
Recruit - A friend or acquaintance of the sponsor who is introduced to the unit by the sponsor **by any means other than at an MoD sponsored recruiting event away from the unit location**.
Qualifying Period - From introduction to posting as a **“Trained Reservist”**, as defined by the Unit Commanding Officer
Claim Form (attached) - The single document for claiming the award.
Registering Officer - The Commissioned Officer appointed by the Commanding Officer who initiates the claim form.

PARTICIPATION

6. With the approval of his/her Officer Commanding any Reservist below the rank of OF 2 and serving in a Reserve location in the Yorkshire and Humber area may participate. Blank claim forms will be dispatched direct to unit admin staff. The scheme is not open to Officers above the rank of OF2, Regular Staff, NRPS, Officer Cadets or Cadets.

Supporting the Reserve Forces and Cadets in Yorkshire and The Humber

President: The Hon Mrs E S Cunliffe-Lister, HM Lord-Lieutenant for the East Riding of Yorkshire
Chairman: Brigadier D A Hargreaves
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QUALIFYING PROCESS

7.
 - a. The sponsor must personally introduce the recruit to the Registering Officer before attestation
 - b. No reservist may sponsor more than two recruits per annum.
 - c. Completed claim forms must be sent to Lt Col Jeremy Bleasdale, DCE, RFCA Y&H.
 - d. The claim form must be completed by the Registering Officer and signed by the unit OC (at least OF 3).
 - e. For tax reasons the claim form must include the sponsor's **NI number and date of birth**
 - f. A person introduced to the Unit who has had previous Service and is not required to complete a Recruit Course may still qualify, provided he/she has served between 6 and 12 months after re-attestation.

PAYMENTS

8. A cheque for £200 (net of tax) will be issued in favour of the Unit. The award may be presented to the sponsor either as a cheque or in cash (as a visible incentive to others).
9. A tax deduction of £50 (in addition to the £200 award) will be retained by RFCA Y&H for payment to the Tax Office.

ADVERTISING

10. Units will be issued with sufficient 200 Club flyers to market the scheme at each Reserve location in Y&H.

SUMMARY

11. The 200 Club is intended to capitalise on and encourage the best and most cost efficient method of recruiting.
12. The advantages of the 200 Club are that it places a relatively minor administrative burden on the Unit and for the sponsor is an award worth having.

Colonel (Retd) J K Wright
Chief Executive

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200 CLUB CLAIM FORM

- 1) Name of Unit Reporting Officer:

- 2) Reserve Unit (Unit's address):

- 3) Name of Recruit:

- 4) Date of Attestation:

- 5) Date of Completion of Phase 1 (Basic) Training:

- 6) Name, Rank & Number of Sponsor:

- 7) National Insurance Number:

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- 8) Date of Birth:

Name & Rank of Officer Commanding:

Signature:

Date:

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