



for every child

UNICEF UNITE CLUBS: POLICIES

Follow our policy and best practice guidelines to ensure success!

By registering as a club on our website, you have agreed to the following policies, rules and regulations. Protecting the name and reputation of UNICEF and UNICEF USA is the responsibility of every group.

UNICEF USA is committed to:

- **Child Rights:** all children have a right to survive and thrive
- **Equity:** focus on the most vulnerable and marginalized children
- **Global Citizenship:** promote understanding of global interconnectedness by taking action to challenge injustice and inequity at home and abroad
- **Youth Empowerment:** meaningful inclusion and participation of young people that recognizes children as agents of change starting from early childhood

By operating according to these values, we work to mobilize the support of Americans and be an organizing force that takes a stand for and with children everywhere.

All members are required to stay up to date on all UNICEF USA policies and procedures and in contact with UNICEF USA staff.

All activities should be approved by club officers according to the guidelines below:

- Maintain high standards of professionalism.
- Maintain a non-partisan approach on political issues when representing UNICEF. Check and follow UNICEF and UNICEF USA's response before crafting an official statement from a club.
- Share contact information with UNICEF USA via the club membership and club registration forms.
- All members are required to participate in club activities respecting the constitution and bylaws of each individual club. To be considered an active member of a UNICEF Club, you have to attend at least half of all club meetings and events during the year.
- Advisors, members and leaders should behave in accordance with UNICEF USA's [child safeguarding code of conduct](#).

UNICEF CLUB MEMBER POLICIES

1 Club Member Agreement As a registered club member, you agreed to a set of terms and conditions that will help UNICEF maintain its high standards of professionalism. You agreed to uphold the positive image of UNICEF USA and UNICEF.

2 Events and Fundraisers All events and fundraisers hosted by UNICEF Clubs must be approved through the fundraiser and event form. Certificates of Insurance and nonprofit status confirmation can be requested through the event application process.

3 Conflict of Interest UNICEF UNITE Club members should avoid taking any action that would result in their financial and political benefit of UNICEF or UNICEF USA.

4 Expenses and Revenue Covering and controlling the cost of any UNICEF USA-related activity is an important job. As a club leader, you should have a very clear understanding of the realistic revenue and expenses of your club and keep accurate tracking of all funds. It is critical that UNICEF UNITE Club events are cost-effective and viewed as appropriate to the community. Events hosted by clubs should meet requirements of the fundraiser and event form. All funds raised by a UNICEF UNITE Club should be submitted within a month of an event and before the end of the academic year.

5 Impartiality UNICEF USA is a nonpartisan organization. UNICEF club members demonstrate impartiality on any political issues when representing UNICEF. Members engage in political advocacy on behalf of UNICEF only when faced with UNICEF-supported legislation. For more information about which advocacy activities are sanctioned, please visit unicefusa.org/advocate.

6 Collaboration Many UNICEF club members work with other nongovernmental organizations and other United Nations agencies, such as the United Nations Associations (UNA). We encourage you to work with these groups to promote our message; however, because UNICEF is a neutral organization, UNICEF club members cannot sign any petition or declaration that takes a political stance on any issue in the name of UNICEF USA or UNICEF. If you wish to sign such documents, you must do so as individuals, independent of UNICEF USA.

7 Nondiscrimination Policy It is the policy of UNICEF USA that there will be no discrimination or harassment in its programs, activities or employment based on race, color, religion, gender, sexual orientation, age or any other basis prohibited by law. It is expected that your club and each member uphold this.

8 Public Relations for UNICEF As you conduct UNICEF activities, you may come into contact with a member of the press. In all of your communication with the press, you should make clear to journalists that you are a volunteer and not a UNICEF staff member or spokesperson. This means you are unable to answer specific questions about UNICEF's mission and programs. You are, of course, encouraged to make comments about your UNICEF USA activities in your club. Please see additional information on our website at unicefusa.org/news. If a reporter wishes to speak to a staff person, or if you have a local media contact, please email volunteer@unicefusa.org and we will contact the Public Relations department on your behalf.

9 Logo Approval Any materials, such as t-shirts or posters, that have UNICEF USA's logo must be sent to volunteer@unicefusa.org for approval.

10 Yearly Requirements:

- Register your UNICEF UNITE Club every school year.
- Submit your funds to unicefusa.org/clubremit.
- Submit club membership info via the club-specific link accessed via email.
- All high school advisors must be background checked.
- Fill out the end of year survey and receive digital certificates and badges for your club leaders and members.
- Organize 5 total events per year that fall into the following categories: Community Building, Fundraising, Advocating and Speaking Out.

Keep in Mind: Your club needs to register every year to update our records and get your Back-to-School Kit!