



for every child

# UNICEF UNITE CLUBS: ADVISOR TIPS



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## HELPFUL TIPS FOR YOUR ADVISOR

### Advisor's Role

UNICEF UNITE Clubs are student led initiatives. The role of the advisor is to serve as a mentor, guide students through decision making processes, help brainstorm through challenges, navigate finances, build relationships with school administrations and make any legal request with venues for events. Every club is unique, and the role of each advisor is different. We encourage you to meet with your advisor and create an agreement on the roles and responsibilities that the advisor will take on for the year. Have an honest conversation about their capacity to support you, the type of help that you need from them, and your expectations. Below are some tips and conversations you should have with your advisor to have a successful relationship:

- 1 Availability** Advisors tend to be busy people. Understand their availability by asking them how many hours they can commit to the club per month. Schedule regular meeting times with the executive board and the advisor where you can discuss plans, challenges, and club highlights all at once.
- 2 Active Participant** The most successful clubs are the ones that have active club advisors. Advisors can help recruit members through their classes, bring

valuable input in the conversation at club meetings, and help the team stay accountable to your goals. Encourage your advisor to go to your meetings and events, ask them to present to the club on an issue that is important to them.

- 3 Communications** You should keep your advisor up to date on all communications with your club. Establish the ways in which your advisor would like to communicate. Make sure you are on the same page.
- 4 Feedback** The role of the advisor is not to run the club, but provide feedback on what you are doing well and what you can do to improve. As a general rule, you should always have positive conversations in public and provide criticism in private.
- 5 Keep It Going** Advisors are usually great people to help keep the club going even after you graduate. Make sure they have access to all of your records, know where to find materials, and are familiar with club members and the executive board.
- 6 Know Your Stuff** While some advisors know a lot about both UNICEF and your school, you may want to provide them with basic information about the organization, the club program, school policies and where to find more information. Encourage them to learn about both UNICEF USA's policies and procedures. The more they know, the more they can help.

To learn more about UNICEF UNITE Clubs, visit [unicefclubs.org](https://unicefclubs.org).