



UNICEF High School Clubs: Guide to Collaboration and Partnership Building

The UNICEF High School Club program is a growing grassroots initiative that partners with the U.S. Fund for UNICEF to educate, advocate, and fundraise on behalf of UNICEF's live saving work around the world. With over 375 clubs currently active throughout the nation, there are more opportunities than ever to partner on events, fundraisers, educational campaigns, congressional action pushes, and more! Below are five simple steps that you can take to start collaborating with UNICEF leaders in your region today!

1. Locate clubs near you
 - Check out our interactive map, which gives information on all the active high school clubs near you! Please note you must submit the names of these schools to unicefhighschoolclubs@gmail.com and they can give you contact information.
2. Connect with clubs in your area
 - Email the club(s) in your region, CC'ing all advisors, regarding how you would like to collaborate and ask for their availability.
3. Delegate responsibilities to partner clubs on your event and create a timeline, using the following as a template.
 - 6-8 weeks prior to event
 - Set a date
 - Reserve a venue/location
 - Delegate responsibilities and set deadlines
 - 4 weeks before
 - Register your event at www.unicefusa.org/usfmaps for approval. THIS IS MANDATORY FOR ALL EVENTS
 - 1 week before
 - Check in with venue and other key players regarding confirmation of your event
4. Create a social media page to discuss plans and ideas virtually
 - A private Facebook page where all members can post updates on the wall, and designate their roles and report progress is very helpful.
5. Follow up with your National Council member regarding event outcomes (photos are welcome for spotlights on our social media pages and newsletters!)

Best Practices for Working Together

- Get to know the other club members and leaders (icebreakers are fun!)
- Develop a united goal
- Discuss best methods of meeting and create a meeting schedule
- Delegate responsibilities and establish deadlines for tasks
- Publicize your event early and through multiple channels (newsletters, social media, flyers)

Important Reminders

- Before using the UNICEF logo, make sure to have it approved at highschoolclubs@unicefusa.org
- Register event at www.unicefusa.org/usfmaps