

# UNICEF Clubs Policies, Rules & Regulations

By registering as a volunteer or as a club on our website, you have agreed to the following Policies, Rules and Regulations. Protecting the name and reputation of UNICEF and the U.S. Fund for UNICEF is the responsibility of every group.

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

- You agree to a set of terms and conditions that will help UNICEF maintain its high standards of professionalism, and you agree to maintain impartiality on political issues when representing UNICEF. This system also helps maintain current records of active volunteers and provides liability insurance protection. Members are required to update their subscription if their email changes.
- All members are required to participate in club activities according to the constitution and bylaws of each individual club. To be considered an active

member of a UNICEF Campus Initiative and High School club, you have to attend at least half of all club meetings and generally participate in the club's events and programs during the year.

- All members should strive to be active participants.



# UNICEF Volunteer Policies

**1 Volunteer Agreement** When you registered as a volunteer, 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 the U.S. Fund for UNICEF and UNICEF.

**2 Certificate of Non-Profit Status/Tax ID Number** The U.S. Fund for UNICEF's federal tax ID number is 13-1760110. The IRS letter confirming our 501(c)(3) status is available for download at [unicefusa.org/faq](https://unicefusa.org/faq). In some states, this letter will suffice to waive sales tax, but in other states, nonprofit organizations are not exempt from sales tax.

**3 Certificate of Insurance** On occasion, a venue being used for a UNICEF event might require a certificate of insurance. You can request one via your fundraising and event application. Once approved, the certificate will be provided. We will ask you to provide the date and address of the event, a contact person and telephone number and the number of people expected to attend.

**4 Conflict of Interest** A U.S. Fund for UNICEF volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit.

**5 Expenses and Revenue** Covering and controlling the cost of any U.S. Fund for UNICEF-related activity is an important job. As the organizer, you should have a very clear understanding of the realistic revenue and expenses. It is critical that events that support UNICEF programs are cost-effective and are viewed as appropriate to the community. Expenses should not exceed 25 percent of all collected revenue. This goal should be outlined in your budget during the very beginning stages of planning.

**6 Impartiality** Please keep in mind that UNICEF is a non-partisan organization. The U.S. Fund for UNICEF also holds this policy and requires that its volunteers demonstrate

impartiality on any political issues when representing UNICEF. Volunteers engage in political advocacy on behalf of UNICEF only when the public is encouraged to participate in UNICEF-supported legislation. For more information about which advocacy activities are sanctioned, please visit [unicefusa.org/advocate](https://unicefusa.org/advocate).

**7 Collaboration** Many volunteers work with other non-governmental organizations and other United Nations agencies, such as the United Nations Associations (UNA). U.S. Fund for UNICEF volunteers are encouraged to work with these groups to promote our message. However, because UNICEF is a neutral organization, volunteers cannot sign any petition or declaration that takes a political stance on any issue in the name of the U.S. Fund for UNICEF or UNICEF. If volunteers wish to sign such documents, they must do so as individuals, independent of the U.S. Fund for UNICEF.

**8 Nondiscrimination Policy** It is the policy of the U.S. Fund for UNICEF 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.

**9 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 — and are therefore unable to answer specific questions about UNICEF's mission and programs. You are, of course, encouraged to make comments about your U.S. Fund for UNICEF activities in your capacity as a volunteer. Please see additional information on our website at [unicefusa.org/news](https://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](mailto:volunteer@unicefusa.org) and we will contact the Public Relations department.