



Clubs

Keep in Mind

Your club needs to register every year to update records and get your Back-to-School Kit #B2SK

Policies and Best Practices

Follow these 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.

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 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 UNICEF USA and UNICEF.

2 Certificate of Nonprofit Status/Tax ID Number UNICEF USA'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. 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 UNICEF USA 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 UNICEF USA-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 nonpartisan organization. UNICEF USA 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.

7 Collaboration Many volunteers work with other nongovernmental organizations and other United Nations agencies, such as the United Nations Associations (UNA). UNICEF USA 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 UNICEF USA or UNICEF. If volunteers wish to sign such documents, they must do so as individuals, independent of UNICEF USA.

8 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.

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 UNICEF USA activities in your capacity as a volunteer. 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. ●



UNICEF supporters advocating in Washington, D.C.

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