



Clubs

Keep in Mind

UNICEF Clubs are student-led initiatives where members put **#childrenfirst** every day.

UNICEF Clubs Starter Guide

Everything You Need to Know to Start a UNICEF Club at Your School



Our 2018-2019 National Council members.

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Dear Leader,

Annotation:

I am excited to know that you are thinking about starting a UNICEF Club in your school! It is UNICEF USA's goal to empower American youth with the resources and skills to be effective global citizens — thinking globally and acting locally for the world's most vulnerable children.

We hope you will help us accomplish this mission by joining the ranks of college and high school students around the country who are educating, advocating and fundraising on behalf of UNICEF. As a UNICEF Club, you will have the opportunity to work in your community and on your campus for our common goals.

This is a big responsibility.

As you decide whether the club program is right for you and your group, this toolkit will serve as your guide. You may also use it to prepare your application and to prep your campus for the work ahead. Becoming a part of this movement is exciting and rewarding, but we know it isn't for everyone. So please review the requirements, guidance documents and responsibilities of leadership carefully to enable yourself to make the best decision.

We have an ever-expanding list of schools and student leaders committed to this work. We're in awe of their accomplishments. Because of their efforts, we raise hundreds of thousands of dollars each year, we introduce thousands of people to UNICEF's mission and we advocate for issues vital to the survival of the world's children.

The staff at UNICEF USA and our National Council of youth leaders are here to assist you. If you have any questions or need additional information, please email us at volunteer@unicefusa.org.

Sincerely,

A handwritten signature in black ink that reads "Laura Restrepo". The signature is fluid and cursive, with the first name "Laura" and last name "Restrepo" clearly visible.

Laura Restrepo

Manager, Youth Engagement
UNICEF USA

Getting to Know Us

What is UNICEF

UNICEF was founded in 1946 to help children in countries devastated by World War II. Now operating in more than 190 countries and territories, it has helped save more young lives than any other humanitarian organization. Its world-changing work is sustained solely by voluntary contributions.

What is UNICEF USA

Your club is affiliated with UNICEF USA. Founded in 1947, UNICEF USA is the oldest of 33 worldwide National Committees for UNICEF. Together, the national committees raise approximately one-third of the operational budget of UNICEF. UNICEF USA works for the survival, protection and development of children worldwide through advocacy, education and fundraising for UNICEF's work.

What is the UNICEF Clubs Program

The UNICEF Clubs program is a youth led grassroots movement rooted in a belief that high school and college students in the United States have a vital role to play as the voice for children everywhere. UNICEF clubs partner with UNICEF USA to activate their local community by educating, advocating, and fundraising for UNICEF's survival, protection and development work for children in over 190 countries and territories.

It is UNICEF USA's goal to empower youth in the United States with the resources and skills to be effective global citizens — thinking globally and acting locally for the world's most vulnerable children.

What Do Our Clubs Do?

Each activity of a UNICEF Club should fall into one of the following categories:

Fundraising Plan and support fundraisers that generate donations for UNICEF. Directly contribute to UNICEF's impact for children, by finding ways to incorporate fundraising into your club's activities like a film screening, bake sale or cultural event. All UNICEF Club fundraisers are required to register on UNICEF USA website (unicefusa.org/fundraiser). To learn more about hosting fundraisers read our [Fundraising and Event](#) guide.

Advocacy Use your voice for youth around the globe by staying civically engaged on a federal, state and local level. Take legislative action online and during key moments throughout the year to champion funding and policies that sustain UNICEF's work for children.

Community Building Find opportunities to promote and integrate the work of UNICEF into your neighborhood and surrounding city. Tap into your existing relationships with community organizations, schools and faith-based institutions to highlight and extend the reach of UNICEF USA programs such as UNICEF Kid Power and Trick-or-Treat for UNICEF.

Speak Out Raise awareness among your peers and in your neighborhood about UNICEF USA. Support social media campaigns to publicize UNICEF's global work through yearly campaigns around issues such as youth participation, gender equality, human trafficking and water, health and sanitation. Share photos, stories and videos with UNICEF USA staff on how you're taking action at your school.



National Council members smiling and having fun at our 2018 Annual Student Summit.

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Steps to Become a UNICEF Club

1 Identify a Core Group of Interested Students

Forming and sustaining a UNICEF Club may take a considerable amount of time and dedication. You need other students who are equally passionate about UNICEF's work and will help you get the ball moving. Including others in leadership roles early in the process will help you reach out to more people and provide diverse perspectives. It will also make the leadership transition easier at the end of your term. Remember, we require four leaders when you register to become a club! For ways in which you can structure your executive board check out our [Leading your Club Guide](#) at [unicefclubs.org](#).

2 Choose an Advisor

All UNICEF Clubs are required to have an advisor. This can be a responsible adult who is 25 or older. It should not be a UNICEF staff member. Take time to select someone who cares about UNICEF's mission and has the time to dedicate to your success. Be prepared to outline your goals for the club in the year ahead and be honest about the level of support you think you'll need to get things off the ground.

Be sure to give your advisor our helpful [Advisor Tips and Tricks](#) one pager.

3 Register!

To be an official UNICEF Club you must register your club! **Registration for the 2018-2019 school year will launch August 1, 2018** and is accepted throughout the year. Once you register, you'll be sent an awesome Back to School Kit, while supplies last, with materials to help get you started like posters, flags, pins, T-shirts and more. To register you need to have four leaders, an advisor, and their contact information. Register at [unicefusa.org/clubregistration](#).

4 Educate Yourself About UNICEF's Work

UNICEF has helped save more children's lives than any other humanitarian organization! Now you get to be a part of our UNICEF USA family. Read more about UNICEF's work at [unicefusa.org](#) and [unicef.org](#).

5 Recruit Members

Now that you have your core team it's time to recruit members for your club! Members help execute events, and spread UNICEF's message throughout your school.

Check out our [Membership Tips](#) one pager!



6 Plan Your Year

UNICEF Clubs hold events focused on fundraising, community building, speaking out and advocating on behalf of UNICEF's work around the world.

Take a look at our [2018-2019 Year-long Calendar](#) for event ideas and action items to do throughout the year!

7 Talk to School Administrators About Becoming a Club

Having support from your school can bring a wealth of knowledge and resources. Some student groups can even receive funding to help operate their club. Bring the administration into the process early. Your school may also have its own guidelines to becoming a club so it's extremely important to be aware of them and to stay in touch with your administrators.

You can find a letter that you can personalize and send to your administration on our website at [unicefclubs.org](#).

Things to Know

Uphold the Mission and Name of UNICEF and UNICEF USA

Protecting the names and reputations of UNICEF and UNICEF USA is the responsibility of every student leader. Please make sure you read, understand and abide by the policies and procedures outlined in this guidebook.

Yearly Requirements

- Register your UNICEF Club every school year.
- Send your membership information to UNICEF USA staff via the provided template on [unicefclubs.org](https://unicefusa.org/unicefclubs.org).
- Submit your funds to unicefusa.org/clubremit.
- Fill out the End of Year survey.
- Organize 5 total events per year that fall into the following categories: Community Building, Fundraising, Advocating and Speaking Out.

UNICEF Clubs Yearly Awards

UNICEF USA provides awards to clubs that go above and beyond the yearly requirements. Our awards highlight outstanding leaders, members, advisors and clubs. Events and activities that stand out in each of the following pillars will be awarded: Fundraising, Advocacy, Speaking Out and Community Building.

Organizational Structure and Membership

All clubs should have a minimum of at least four officers but can choose to have more if desired. These positions may not be filled by the same person. The transition of leadership typically occurs in the early spring. New leadership should be communicated via the registration form each year, and by email to volunteer@unicefusa.org if leadership changes mid-year. Look at the [Leadership Transition](#) guide for more tips.

Event Registration

All events carried out by a UNICEF Club must be registered and approved via the Fundraiser and Event application process at unicefusa.org/fundraiser.

Financial Accountability

We require all clubs to submit funds to UNICEF USA within 30 days after a fundraiser. Work with your advisor to manage funds responsibly and build a system of accountability, such as creating a budget. Make sure you learn about your school's fundraising and budget policies. Please read our Policies and Fundraising one pagers for more details at unicefclubs.org.

Logo Use

Using our UNICEF USA logo on flyers and banners is a great way to advertise your club and its activities at your school and in the community. Our brand's reputation is what allows us to be there for every child. As a UNICEF Club you are encouraged to use our logo, but you are also responsible for protecting it and treating it with respect. All design templates must be emailed to volunteer@unicefusa.org for approval. Check out our brand guidelines to learn more at unicefclubs.org.

Member Responsibilities

As a UNICEF Club member, you agree to a set of terms and conditions that will help UNICEF maintain its high standards of professionalism. You agree to uphold the positive image of UNICEF USA and UNICEF. Read the full terms and conditions in our Policies one pager at unicefclubs.org.

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. We expect your club and each member to uphold this policy.

See our Policies one pager to make sure you are aligned with UNICEF USA's values.



Helpful Tips for Your Advisor

Advisor's Role

UNICEF Clubs are student led initiatives and the role of the advisor is to be a mentor, help guide you 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. You can help them manage their time by scheduling regular meeting times with the executive board and the advisor where you can discuss plans, challenges, and highlights all at once. Setting times for club office hours with your advisor is a great way to respect their time.

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 and go to them when you need help. When you engage your club advisor they will want to stay involved.

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: in writing, through meetings, via text or phone calls. 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. They are a great neutral source to help you through leadership selection and transition.

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.

You and your advisor are never alone, reach out to our team for questions or help at volunteer@unicefusa.org.



National Council members having fun at our 2018 Annual Student Summit.



UNICEF Club members wave to the camera at our 2018 Annual Student Summit.

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Know Your Resources

We're here to help YOU so you can make the biggest impact for children around the world.

Helpful People On Your Side

You're not alone! We have a great support system to help you every step of the way.

National Council Members

Student leaders here to help you, email council@unicefclubs.org

Youth Engagement Team

UNICEF USA Staff, email volunteer@unicefusa.org

Global Citizenship Fellows

In 12 cities we have Fellows who can support you through meetings, presentations, info and more.

Youth Representatives

In 18 cities we have Youth Reps, who are club leaders and work to connect clubs and organize in their area.

You're Invited To Our Student Summit!

Mark your calendars! We'll be hosting our **Annual**

Student Summit from March 16-19th, 2019. Join us for a weekend of inspiring speakers, educational workshops, and energizing programs. You'll meet hundreds of other student leaders from around the country and share ideas to take back to your school. Stay tuned for more information, and keep an eye out for our registration launch in late September.

Now What?

You just started your club, and there are SO MANY resources to read. You've read this Starter Guide, but now what? Here's what we suggest you read next:

- **2018-2019 Calendar** Overview of the year with month to month ideas
- **Membership Tips** Tips to recruit new club members
- **Policies and Best Practices** A few rules to stay on track as a new UNICEF Club
- **Event Ideas** Stumped on what event to hold? See what other clubs have done
- **Fundraising Guide** Best practices to fundraise like a pro. ●