

Oakwood University Department of Social Work

United Nations International Children's Emergency Fund

(UNICEF)

Campus Initiative Handbook



Revised, August, 2017

Preamble

This handbook expresses the Oakwood University Department of Social Work's UNICEF Campus Initiative and regulations for its student members. All club members are responsible for adhering to the Oakwood University and Department of Social Work regulations regarding to this club. This handbook is to serve as a guide to the principle areas of concern for the Club Sponsor and the members of UNICEF. Part of the information in this handbook has been adapted from the UNICEF official website.

UNICEF: Who We Are

United Nations in Children's Emergency Fund, better known as UNICEF, was formed on December 11, 1946. UNICEF is a United Nations program based in New York City that delivers humanitarian and developmental aid to children and mothers in developing countries. We serve as members of the United Nations Development Group and its executive committee. For the past 70 years, UNICEF has spent its resources working to improve the lives of children and their families. The lives and futures of millions of children are in jeopardy. We have a choice: Invest in the most excluded children now or risk a more divided and unfair world. Despite remarkable challenges around the world, UNICEF staffers fight for the rights of every child seeking safe shelter, nutrition, protection from disaster and conflicts, and equality.

What We Do

UNICEF provides children and families with disaster relief whenever emergencies strike. Every year, UNICEF responds to more than 250 emergencies—from conflicts to natural disasters. UNICEF also defends the rights of every child and works to improve the policies and services that protect all children. UNICEF has started child survival initiatives in areas such as education, gender equality, health, immunization, nutrition, social inclusion, adolescent development, child protection, water resources, HIV/AIDS, and sanitation. UNICEF fights for the equal rights of women and girls, with their full participation in political, social and economic development around the world. UNICEF works to improve the policies and services that protect all children. It aims to make the world a safe and inclusive place for children to grow.

U.S. Fund for UNICEF

The United Nations Children's Fund is a non-profit organization that helps children in need through fundraising, advocacy, and education in the United States. UNICEF is funded

entirely by the contributions that are given voluntarily by governments, non-governmental organizations, foundations, and individuals.

UNICEF Program Resources

UNICEF has numerous resources and is widely accepted by many countries and partnerships. Amongst those, they are partnered with various countries which include the following ranking from one to five: The United States of America, Japan NC, The Republic of Korea NC, Sweden, and the United Kingdom. Each country provides over a million dollars to different programs within UNICEF. Like our mission, each resource is used to help children in need. Not only do we have our regular resources but we also have another extended list which helps ensure that the task is complete. UNICEF is an organization that contains earmarked funds that are called the ORR (Other Resources Regular) which are flagged specifically for certain projects and amenities allocated by the Executive Board.

Campus Initiative and Function

The UNICEF Campus Initiative is a rapidly growing grassroots movement of student-led groups that partner with the U.S. Fund for UNICEF to educate, advocate and fundraise on behalf of children and in support of UNICEF's lifesaving work. College students have a powerful role to play in helping the world's children survive. With your help, UNICEF and its partners WILL reach a day when no child dies from a preventable cause. There are over 120 active Campus Initiative Clubs around the country, and members donate over 65,000 hours of service to UNICEF each semester. The clubs are supported by U.S. Fund for UNICEF staff and by a student-led Campus Initiative National Council. Education, advocacy and fundraising projects are at the heart of the UNICEF Campus Initiative's invaluable work. Students initiate and conduct a wide range of activities that include:

- Participating in the UNICEF Tap Project.
- Hosting globally themed dinners.
- Setting up booths on campuses and at festivals to promote children's issues.
- Advocating by contacting elected officials.
- Writing campus newspaper editorials about UNICEF's work.
- Fundraising online via the Campus Challenge. n Initiating other events and activities on campus and in the local

Functions of the Campus Initiative Clubs. The activities of Campus Initiative Clubs should fall into the categories of: education, advocacy and fundraising. The strongest and most developed clubs organize around all three categories.

1. **EDUCATION**- This is a key component of UNICEF's campus programming. As a Campus Initiative Club, you are expected to educate your members and people on campus and in your community about UNICEF's child survival work. Education can take the form of international dinners, lectures, movies or discussions. Many clubs base their local volunteer work on their interest in issues central to children, such as early childhood health, immunization, education, HIV/AIDS, child protection and emergencies. Direct service is a great way to grasp the importance of these issues in the United States, and many Campus Initiative Clubs incorporate volunteering into their educational activities.

2. **ADVOCACY**- There are two types of advocacy important to UNICEF's work: educational and political. Educational advocacy includes activities that raise awareness about child survival issues. Political advocacy involves communicating with public officials or the general public to influence legislation and public policy. UNICEF's political advocacy efforts are highly structured and overseen by the U.S. Fund for UNICEF's Office of Public Policy and Advocacy. Campus Initiative Clubs are heavily involved in educational advocacy. They are only engaged in

political advocacy on behalf of UNICEF when the public is encouraged to participate in UNICEF-supported legislation. See the Leadership and Membership Handbooks for more information. Examples of club advocacy efforts include collaborating with campuses that have a UNICEF club, organizing hunger banquets and participating in letter writing campaigns.

3. **FUNDRAISING-** This is a critical component of the Campus Initiative Club work plan and is essential to UNICEF's global success. Funds may be directed to a particular issue or area of the world in which UNICEF works. Clubs are encouraged to hold fundraisers on campus and in the local community. They may participate in the Trick-or-Treat for UNICEF Campaign in the fall, utilizing resources and ideas available at www.trickortreatforunicef.org; recruit restaurants, and plan on-campus events through the UNICEF Tap Project in the spring—www.uniceftapproject.org; and raise funds online at unicefusa.org/raise funds. There are many resources to help clubs raise funds for and awareness of UNICEF's important work. Funds raised using the UNICEF Campus Initiative name and logo can be designated only for UNICEF programming.

Executive Committee Positions

Club Sponsor

The club sponsor must be employed as a full-time faculty at Oakwood University. They must possess effective communication skills and proficient knowledge of technology systems. They must possess a willingness to continue to examine new theories and procedures pertinent to the administration of the activities program. The club sponsor is responsible for providing fair and equal opportunities for all students to participate in the UNICEF initiative activities. This person must comply with proper field trip procedures for all off-campus activities. They should

encourage service learning initiatives. The club sponsor must report all potential or existing problems that is with or within the initiative. They must work with faculty to ensure compliance with all departmental policies and procedures. They should assist in the development and review of the club handbook every three years. The club sponsor may be called upon to act as a mediator, if necessary.

President

The UNICEF president is well informed of all organization activities and able to provide oversight. They can develop good relationship internally and externally. Forward thinking and commitment to meetings are displayed to be the overall goals of the club. The president has a good working knowledge of the committee constitution, rules, and duties of office bearers. This person is a good listener and attuned to the interests of club members and other interest groups. They are able to work collaboratively with other committee members. The president is a good role model and a positive image for the club in representing the committee in other forums (e.g., league delegate meetings, etc.)

Vice President

The vice president of UNICEF is well informed of all organization activities and able to provide oversight. This is a person who can develop good relationships internally and externally. The vice president is willing to step in for the president, where needed, including chairing meetings. They are forward thinking and committed to meeting the overall goals of the club. This person holds a good working knowledge of the committee constitution, rules, and duties of office bearers. They can work collaboratively with other committee members. They are a good listener and attuned to the interests of club members and other interest groups. They are a good

role model and a positive image for the club in representing the committee in other forums (e.g., league delegate meetings, etc.) The vice president works closely with fundraisers to identify potential opportunities for arranging fundraising activities. They must be able to chair fundraising committee meetings.

Chaplain

The chaplain of UNICEF helps club members grow in their relationship with God. They help social work students at large grow in their relationships to one another and thereby become a true brother and sister to one another. This person serves as a reminder of the importance of prayer in life. They must minister to students on a one-on-one basis on matters that require spiritual counseling. They must engage in community services and attend club meetings, including relevant workshops and conferences, regularly in order to learn better and new ways of serving the social work department and the school at large. The chaplain fosters an environment in which club members are encouraged in their personal and collective moral and spiritual growth.

Treasurer

The treasurer of UNICEF provides advice to the committee in their management of the club's finances. They administer all financial affairs of the club and keep accurate records of all membership payments. This person maintains accurate records of all income and expenditure activity and receipt all incoming monies. The treasurer leads the annual budget process and ensures an appropriate annual budget is provided to the executive committee for approval.

Secretary

The secretary of UNICEF maintains committee records and ensures effective management of all club records. They manage committee meeting minutes; including recording the minutes and ensuring that the minutes are distributed to all club members within 72 hours. This person is responsible for the development of any committee meeting agenda, in consultation with other committee members, and the distribution of same prior to all club meetings. They are sufficiently familiar with all club documents to note applicability during meetings. The secretary enables and authorizes assistance with the committee's business. They ensure that all club records are maintained and made available when required by authorized persons. They maintain all official records of club members and committee members and ensures that these records are available when required for reports, elections, referenda, other votes, etc. They ensure that proper notification is given of all committee meetings and club meetings, as specified in the bylaws. This person manages the general correspondence of the committee, except for such correspondence assigned to others. They must lead and assist the committee with providing systematic communication from the committee to club members and other relevant stakeholders. They provide a summary of committee minutes for distribution to all club members.

Social Secretary

The social secretary of UNICEF must organize club sponsored social events and promote the attendance of same by club members, as well as non-members. This person must promote club membership.

Conventions and Summits

The district, state, and national level meetings will be optional activities.

Probation

All students' academics must be in good-standing with a GPA of 2.0 and above. If not, the Oakwood University Social Work Department will decide on all disciplinary actions.

Travel and Transportation

All travel and transportation will be coordinated through the Social Work Department's main office.

Finances

All funds will be handled through the Social Work's department main office, in accordance with the university's accounting policies/procedures.

Service

Service should be the primary goal of this club. The club will perform a minimum of one service project each semester.



Officer Evaluation Form

Student: _____

Evaluation Date: _____

President / Sponsor: _____

November/March (circle)

Please rate each student on a scale of 1 to 10. A rating of “1” indicates you feel there is a major problem with this issue. A rating of “10” indicates you feel this is one of the student’s major character strengths, or an area the student has never had difficulties in.

		Strongly Disagree	Strongly Agree
1.	Demonstrates an ability to relate to people with warmth and empathy, communicating feelings appropriately.	1 2 3 4 5 6 7 8 9 10	
2.	Demonstrates an openness to change in themselves and in others.	1 2 3 4 5 6 7 8 9 10	
3.	Demonstrates a capacity to develop self-confidence and initiative in working with people.	1 2 3 4 5 6 7 8 9 10	
4.	Demonstrates an ability to handle problems appropriately and effectively deal with stress and reality.	1 2 3 4 5 6 7 8 9 10	
5.	Demonstrates the ability to accept constructive criticism and suggestions in good faith by persons qualified to provide feedback.	1 2 3 4 5 6 7 8 9 10	
6.	Demonstrates consistent attendance at Club meetings.	1 2 3 4 5 6 7 8 9 10	
7.	Demonstrates a strong work ethic in the completion of tasks.	1 2 3 4 5 6 7 8 9 10	
8.	Demonstrates a willingness to effectively work with others.	1 2 3 4 5 6 7 8 9 10	
9.	Communicates with other Club officers.	1 2 3 4 5 6 7 8 9 10	
10.	Produces quality work in their assigned area.	1 2 3 4 5 6 7 8 9 10	

Total Points = /100

