



How to run a UNICEF Club?

1. Consists of 4 or more student committees and 1 teacher advisor.
2. Pick one of the following engagement model (in each school year):
 - Organize 3 school actions or more , OR
 - Organize 2 school actions, plus student committee's participation (80% of members) in 1 UNICEF HK's education, advocacy and volunteering activity (excluding Orientation Activity and Annual Appreciation Ceremony)
3. Submit Annual Plan, Activity Plan, Activity Report and Annual Report timely, and keep UNICEF HK posted of your Club's progress regularly
4. Check email regularly, and stay tuned with latest updates from UNICEF HK.

Annual Registration | on or before 30 September of the school year

1. The registered list will be effective for one school year only. Please seek consent from UNICEF HK before any amendment to the list after submission, and amendment to the list shall be avoid at all time unless necessary (edu@unicef.org.hk / 2338 5151).

Annual Plan | on or before 16 November of the school year

1. Drafting an annual plan is always a good way to facilitate your implementation of school actions and avoid clashing of important dates of the school.
2. Click the box 'To be confirmed' in the form if your Club is not able to compromise an action day at the time of annual plan submission.
3. Inform and communicate with UNICEF HK proactively if any amendment to your annual plan is required after submission. Amendment to the annual plan is not recommended unless necessary (edu@unicef.org.hk / 2338 5151). Feel free to get in touch with us for advice and follow up.

Activity Plan | 1 month before each school action

1. Submit via UNICEF Club Web Portal. The form will ask for information about nature of school action, your objectives, target audience, request for materials, etc.
2. UNICEF HK will review your plan and follow up with chairman of the Club regarding event details and material request. Please keep an eye on the approval progress via the web portal.
3. If your Club is planning a fundraiser, please apply for a UNICEF HK donation box when you submit the activity plan.
4. If the Club fails to submit the activity plan and seek UNICEF HK's approval on time, UNICEF HK reserves the final right not to recognize the school actions as work of the respective Club.
5. Please avoid changing activity content frequently once the plan is submitted.

Activity Report | 2 weeks after completion of each school action

1. Submit via UNICEF Club Web Portal. The report will ask for information about no. of participation, reimbursement of activity subsidies, and self-evaluation on performance of student committee, etc.

Annual Report | on or before 20 July of the school year

1. Submit via UNICEF Club Web Portal. Please complete all individual report for each school action before submitting the annual report.



Important Notes and Key Timeline for your UNICEF Club registration

1. A new UNICEF Club Web Portal is established this year to facilitate your engagement with UNICEF HK. Each registered club will receive about login information of your Club's user account at the Web Portal by 18 November 2018 through a letter to your teacher advisor.
2. And, here you go the key timeline for UNICEF Club:

Date		Action
2018	Before 30 Sep	Complete Online registration
	1 Oct– 18 Oct	Receive a confirmation letter (with login ID & password of Web Portal) via teacher advisor
	28 Oct	Attend Orientation and Engagement Event
	9 Nov	Complete online submission of Annual Plan
	9 Nov – Aug 2019	Implement school actions by UNICEF Clubs
	25 Nov (optional)	Attend volunteering service of Charity Run
2019	Feb (optional)	Organize red packet charity sales at schools
	Mar (optional)	Join different capacity building and interactive workshops (hosted by UNICEF HK Innovation Lab)
	20 July	Complete online submission of Annual Report
	To be confirmed	Attend annual certification presentation ceremony