

UNICEF Club's First Meeting Guide

1. Objectives of the First Meeting

- Discuss the school activities plan
- Understand the UNICEF Club's structure and the support provided by UNICEF HK

2. Meeting Preparation

- Invite the teacher advisor and UNICEF HK's staff to attend the club's first meeting
- Read through the online resources on the UNICEF Club website in order to gain a deeper understanding about past activities (e.g. activity ideas and previous annual reports, etc.)

3. Meeting Agenda

1. Self-introduction (name, nickname, committee title, other school positions (if any) and the reason(s) of joining UNICEF Club)
2. Ice-breaking games and activities
3. Introduction of UNICEF and the UNCRC (refer to the [UNICEF Club website](#))
4. Discover UNICEF Club website for more education resources
5. Setting up Objectives and Ground Rules for your UNICEF Club
6. Discuss plans for school activities and complete the Annual Plan
7. Following Up Actions: (a) labor division for activities; (b) arrange regular meetings
8. Group Photo

4. After the Meeting

- Chairperson to follow up the discussed-items of the meeting
- Contact UNICEF HK at 2338 5151 or via email club@unicef.org.hk if your Club has any enquiries

5. Remarks

- First meeting should be arranged before the end of the first semester
- Make sure all the necessary actions, including **Annual Registration** and submission of **Annual Plan** (submit to club@unicef.org.hk on or before 11 November), have been completed