



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 Proposal, and Activity Reports timely, and attend Orientation Activity, Annual Plan Sharing Session and Annual Presentation.
4. Check email regularly, and stay tuned with latest updates from UNICEF HK.

Annual Registration | on or before 15 October of the school year

1. Please complete the registration on UNICEF Club website (<https://club.unicef.org.hk/zh-hant/registration/>).
2. 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 (club@unicef.org.hk / 2338 5151).

Annual Plan | on or before 11 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 (club@unicef.org.hk / 2338 5151). Feel free to get in touch with us for advice and follow up.

Activity Proposal | 1 month before each school action

1. Please download the Activity Proposal Template on UNICEF Club website, fill in and submit to club@unicef.org.hk 1 month before the event. The form will ask for information about the 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 email.
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 obtain 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. Once the plan is submitted, activity content cannot be changed unless necessary.

Activity Report | 2 weeks after completion of each school action

1. Please download the Activity Report Template on UNICEF Club website, fill in and submit to club@unicef.org.hk within 2 weeks after the event. The report will ask for information about no. of participation, reimbursement of activity subsidies, and self-evaluation on performance of student committee, etc.



Key Timeline

Below is the key timeline for UNICEF Club:

(dates are tentative; please pay attention to the latest announcement of UNICEF HK for exact dates)

2023

Sep **September**
Online Annual Registration

Oct **Oct 30**
Participate in the online **Orientation Day**

Nov **Nov 11** Submit **Annual Plan** → **Mid-Nov** Attend **Annual Plan Sharing Session**

Dec **December — January**
School Activity 1

2024

Jan **Step 1:** Submit **Activity Proposal 1** | **Step 2:** Organize the activity | **Step 3:** Submit **Activity Report & photos**

Feb **February — April**
School Activity 2

Mar **Step 1:** Submit **Activity Proposal 2** | **Step 2:** Organize the activity | **Step 3:** Submit **Activity Report & photos**

Apr

Feb — May
attend UNICEF HK training workshops (optional)

May **May — June**
School Activity 3

Jun **Step 1:** Submit **Activity Proposal 3** | **Step 2:** Organize the activity | **Step 3:** Submit **Activity Report & photos**

Jul **Jul**
Attend online **Annual Presentation** → Club handover

Aug **Late-Aug**
Attend **Annual Appreciation Ceremony**

THREE New Special awards this year:
• Most Outstanding Event Organizer Award
• Most Influential Action Award
• Top Fundraising Award

