



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 7 November 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 is not recommended unless necessary (club@unicef.org.hk / 2836 2910).

Annual Plan | on or before 5 December of the school year

1. Drafting an annual plan is always a good way to facilitate school actions' implementation 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 confirm the action day during 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. Feel free to get in touch with us for advice and follow up(club@unicef.org.hk / 2836 2910).

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, materials requests, etc.
2. UNICEF HK will review your plan and follow up with the Club's chairperson regarding event details and material requests. Please keep checking on the approval progress via email.
3. If your Club is planning a fundraising event, 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)