



UNICEF Club

Guideline of Club Handover & Committee Recruitment

1. Committee Member Recruitment and Handover

The current committee should provide assistance to the next committee and ensure the smooth handover of the club. All past copies of annual plans, activity proposals, activity reports, UNICEF Club promotion material and other related online or paper documents should pass along to the next committee before the start of the new school year.

2. Recruitment Working Timeline

Time	Working Progress
April – July	Promote UNICEF Club at school through poster, assembly, or social media
September – November (New school year)	- Promote UNICEF Club at school through poster, assembly, or social media - Form a new executive committee - First Meeting is recommended - Complete the Annual Registration
September – December	New committee to plan school activities for the following year and submit Annual Plan before 5th December
October – December	New Committee to join the Orientation Day and training
February - May	New Committee to join other training workshops (Optional)

3. Assistance

The current committee can provide assistance to the new UNICEF Club Committee by:

- Participating in their first meeting with Teacher Advisor to provide guidance and facilitation
- Sharing your experience, & providing them with useful information and suggestion for holding school activities and writing the Annual Plan
- Being the bridge of communication between the new Committee and UNICEF HK during the transition period of the Club

4. Membership / Sub-Committee

The committee may consider recruiting schoolmates to join the **membership** which members will be given priority to join club activities and events host by UNICEF HK. Recruiting a **Sub-Committee** will also help you to develop your club and assist in school activities. If you planned to recruit club members or a Sub-Committee, you are recommended to hold an Orientation or Information Session to share the work of UNICEF and UNICEF Club with your fellow schoolmates.

In the first meeting, you may...

- Include ice-breaking games or activities to get to know each other quickly
- Introduce UNICEF and UNICEF Club briefly
- Introduce your school activities in the following year