



## Student Club Handbook



**Everything Needed to Start a Youth4DirectRelief Club!**

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## About Direct Relief

### Mission Statement:

Direct Relief's mission is **to improve the health and lives of people affected by poverty or emergency situations by mobilizing and providing essential medical resources needed for their care.**

Direct Relief continuously works to accomplish this goal by increasing access to medicines and medical supplies for vulnerable people living in under-resourced regions. This is done by by "lifting from the bottom, but pulling from the top." Direct Relief receives donations of medicines from pharmaceutical companies and works closely with healthcare providers on-the-ground to match donated medicines to the healthcare facilities that need them most. This model allows Direct Relief to leverage resources and operate with exceptional efficiency. For every \$1 donated, Direct Relief delivers an average of \$25 in essential medical aid to partner healthcare providers worldwide

## The Focus



### Safe Moms and Babies

A woman dies every two minutes due to complications during pregnancy. These preventable complications usually happen in developing countries with little to no access to proper medical supplies. Direct Relief supports and supplies clinics to help ensure safe, healthy births.



### Disease Prevention & Preparedness

Direct Relief is committed to helping the health care provider partners around the globe respond to critical health issues faced by their communities by equipping health care facilities with essential medicines and medical supplies from leading healthcare companies to enable them to better serve their patients.



### Emergency Preparedness and Response

Direct Relief aims to prepare healthcare facilities in areas most vulnerable to disasters and unprepared to respond to them. Direct Relief also provides swift and targeted assistance to healthcare facilities in response to emergencies.

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# Youth4DirectRelief Club

## Why a Y4DR Club?

Coming up with ideas to make a difference in the world can be tough, and making these ideas a reality can be even tougher. By joining a Youth4DirectRelief club members get to hang out with friends while supporting Direct Relief, an organization whose work makes a huge impact in the world everyday!

Youth4DirectRelief is a community of like-minded students whose mission is to raise awareness about global health issues and fundraise for Direct Relief to improve the lives of people who don't have access to the healthcare they need. The club is student-driven which allows students to run projects to support causes each group feels most passionately.

## The Experts

Joining a Y4DR club connects members with not only like minded students, but also with Direct Relief staff who are here to help. Experts are available to answer any questions members may have, as well as give advice and offer resources. Direct Relief loves to hear about the success of each club- keep the Direct Relief office updated!

## Contact

Website: [Youth4DirectRelief.com](http://Youth4DirectRelief.com)

Email: [Youth4DirectRelief@gmail.com](mailto:Youth4DirectRelief@gmail.com)

Facebook: <https://www.facebook.com/Youth4DirectRelief>

Phone: (805) 964-4767

Mail: Direct Relief

27 S. La Patera Lane

Santa Barbara, Ca 93117

\*Skype: Youth4DirectRelief

\* E-mail your club username to [Youth4DirectRelief@gmail.com](mailto:Youth4DirectRelief@gmail.com)

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# Getting Started!

## How to Get Started

1. Find some friends: Start talking with friends and see who's interested. Use the information in this handbook and on Direct Relief's website to learn what Youth4DirectRelief is all about. It's best to have at least a few dedicated classmates to get the chapter started.
2. Find a club advisor: Each Youth4DirectRelief chapter is required to have an adult advisor to oversee the team's work. This could be a teacher, coach, or parent who is passionate about the work Direct Relief does and has the time to help the group with campaign and events.
3. Make it official: When registering the club with a school, there are a few steps that have to be taken. Every school's club requirements can be a little different. Talk to the administration to find out if there are any special requirements- forms, club manifestos necessary to become an official school club.
4. Tell Direct Relief: Once the club is official, send Direct Relief an email with the school name and address, and Direct Relief will send over some helpful tools to help get the club started.

## Who does what?

During the first meeting, members should elect officers for the different positions of the club. Arrange the club in any way you think will work best. When assigning or electing people to different positions, it is important to consider certain skills each person has and how they'd translate it to their officer role.

Each position can be year-long, semester long, or even rotate with each project. Make sure to divide the tasks and that everyone feels involved.

*Below is an officer responsibility suggestion:*

<u>President</u>	<u>Vice</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Fundraising Coordinator</u>
The president plans and runs meeting, takes input from club and makes all major decisions.	Vice can stand in for the president. They ensure all members of the club understand their tasks.	Is responsible for taking minutes at meetings and fundraisers, as well as organizing the team's thoughts on paper.	Is responsible for organizing and keeping track of the team's funds.	Is responsible for organizing the fundraisers and making sure the events run smoothly.

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# Meetings

## Reel Em' In!

- Make sure people hear about the first club meeting. Be creative! Post flyers, make PA announcements, ask teachers to tell their classes, offer incentives- a club can not run without members!
- Plan a fun first meeting. Ordering pizza, or bringing in cupcakes is a sure way to get a big turn out. Play icebreakers so people can get to know each other. Eating free food, and having fun are great incentives for people to come back for the next meeting.
- Get their digits. Get everyone's contact information at the start.

## Getting Down to Business

Once there is a solid group. Its time to get down to business. Its important to have fun, but its also very important to be organized and efficient.

**Meeting Agendas:** In order to make meetings as effective as possible, it's good to have an idea of what will be accomplished in each meeting before meeting day. It might be useful for to have a general idea and layout for all group meetings. Consider passing out copies of the agenda so members can follow along.

**Annual Agenda:** It is also very helpful to create an annual agenda. This agenda should be a general summary of what will be accomplished throughout the year. This could include meeting dates and topics, as well as dates for guest speakers or video conferences. It's a good idea to plan out the campaign dates ahead of time.

**Open the Floor:** Decide what the club will focus on by asking members for their input. It's important that everyone feels heard and involved. Brainstorm campaign ideas, and decide how to will take action.

**Make goals:**Determine the specific amount of money your club would like to raise. Make action plans to achieve these goals.

**Speakers & Education:** It is crucial that the club is educated on global health issues around the world. This can be achieved by organizing guest speakers to come talk during club meetings. Speakers can include Direct Relief board members and staff (in person or via Skype), teachers, club members themselves- anyone willing to share their relevant knowledge with the club.

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# Campaigns

Youth4DirectRelief clubs are required to plan at least two fundraisers each school year. They should be spaced so that at least one is in the fall, and one is in the spring. Clubs are encouraged, though, to hold as many campaigns as possible.

Run both fundraising campaigns AND awareness campaigns. People are more likely to donate money if they are familiar with the cause so do a good job getting the name out there!

*Here are some ideas!*

## Awareness Campaigns

- ❖ Design and wear club t-shirts with the Youth4DirectRelief logo
- ❖ Tabling: set up an information table at school. Offer candy!
- ❖ Create a Facebook, or Twitter for your club!
- ❖ Put an ad in the school newspaper

## Fundraising Campaigns

- ❖ Change A Life Campaign
- ❖ Flower's for Relief
- ❖ Bake sales
- ❖ Food eating contests
- ❖ Battle of the bands: Charge a small fee to watch a battle of the bands competition
- ❖ School candy grams- perfect during Valentines day, or candy canes during Christmas
- ❖ School drive-in movie night fundraiser: rent a projector and charge to watch
- ❖ Jog-a-thon
- ❖ Pie-in-the-face (works especially well with teachers!)
- ❖ Dress Down Day: charge a dollar to ditch your uniform, or to wear PJs/ hat/jersey
- ❖ carwash/dog-wash



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## What Other Y4DR Clubs Have Come Up With

The following campaigns have been successfully executed in the past by former Youth4DirectRelief club members. Clubs do not have to use these campaigns, but remember that they've been tested, and they work!

*Ask your club advisor for more information and supplemental materials for these campaigns below:*

### **Flowers for Relief:**

Ask local florists to donate or offer bouquets at reduced prices. Sell a month of fresh bouquets to be delivered once a week to the donors' home or office during the month of April. He/She may also request the bouquets be delivered to friends, family, hospitals, etc. Ask for a minimum donation of \$100. **This campaign has raised over \$134,000 in Santa Barbara, CA!**

### **Change. A Life 100-Day Challenge:**

This is a simple campaign that can make a huge difference in the lives of mothers and babies around the world. Every day for 100 days encourage classmates to donate 25 cents in a decorated jar. At the end of the 100 days, each participant will have donated \$25, enough to allow Direct Relief to provide needed medical supplies to midwives and clinics to allow for one safe birth. Try making it a classroom challenge. See which class can supply the most safe births!

\*can modify this to a 25 day challenge where students donate a dollar a day for 25 days

### **Let the office know**

Let the Direct Relief office know what campaigns the club comes up with in order to share successes with the other club chapters.

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# Budget

As a club develop a budget for the year. The budget should represent the predicted amount of money coming in, as well as the maximum amount the club will spend in the upcoming year. Make sure to consult the previous year's budget if available.

It is very important to manage club funds. This means managing money coming in, as well as money going out.

## **Incoming funds may include**

- donations
- money raised through fundraisers
- club dues\*

## **Outgoing funds may include**

- campaign expenses
- office supplies
- meeting expenses
- miscellaneous costs

**Treasurer:** Ensure that all collected funds and expenses are properly documented. Keep receipts for expenses, and offer receipts for all donations.

Forward all contributions to:

Direct Relief  
27 S. La Patera Lane  
Santa Barbara, Ca 93117

Make All checks payable to Direct Relief

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# Passing the Torch

When it gets to be that time...graduation, club leaders might begin to worry about who will take over the club, and continue with all of the hard work. Here's some advice on keeping the club sustainable

## **Keep Clear Notes**

Make sure the secretary is taking adequate notes. It is also helpful to write a statement of purpose. Explain why the club was started and what it hopes to accomplish in the future. Let the new leaders know what worked, and what didn't. This will help the future leaders feel motivated and on track.

## **Don't Forget the Underclassmen**

Make sure there are some underclassmen in leadership positions so that someone knows how to run the club, even after leaders are gone. Encourage younger students to get more involved. This will ease the transition.

## **Hold Elections Early**

Hold elections in the winter instead of late spring. This allows the future leaders to step-up as officers, but with the help of current officers. Current officers can also share materials and advice with the new officers.

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# Still Need Help?

## Resources

With any questions, always go to the club advisor first. The club advisor has a more detailed handbook, with supplemental materials that may be of use. (poster and flier designs, campaign information) They also have the Y4DR Start Up Box full of helpful information and materials. Do not forget to check out [youth4directrelief.com](http://youth4directrelief.com) & [directrelief.org](http://directrelief.org), as well as the Youth4Direct Relief Facebook page for updated information.

## Talk to Direct Relief

If you've talked to your advisor and still have questions or concerns, do not hesitate to contact the Direct Relief office.



**Good luck, and thank you so much for your support! You are contributing to world *relief directly!***

