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MEMORANDUM OF UNDERSTANDING

Please read and sign this Memorandum of Understanding (MoU) and then return a signed copy to UNICEF Canada so we can recognize you as an official UNICEF On Campus member for the 2015-2016 Academic Year.

Between

UNICEF Canada

and

UNICEF Canada On Campus Club at [please insert your campus' name]

UNICEF Canada agrees to:

1. Allow the use of the UNICEF Canada On Campus logo.
2. Provide you with the most recent information available on UNICEF's work to be used in event promotional materials, as needed.
3. When suitable, provide photographs (with appropriate credits), videos and additional literature with appropriate credits for events and promotional materials.
4. Provide fundraising materials (donations boxes, posters, flyers) as appropriate (please note two weeks' notice required to ensure delivery).
5. Provide templates for management and stewardship of the club's supporters (volunteers, faculty, and sponsors).
6. Provide a link to the club's official website from the UNICEF Canada On Campus webpage.
7. Provide guidance on administration of the club along with its internal and external affairs.
8. Proof and check press releases but will not proactively seek media coverage of events.
9. Provide a centralized medium for communication with all campus clubs in Canada.
10. Provide the club varied materials and resources in order to execute fundraising, awareness, and advocacy campaigns.
11. Create an events calendar for/with the club to aid in the development of operational plans.
12. When appropriate, seek advice on development of campaign plans and promotional collateral for club.
13. Assign a resource person for the academic year to the club.
14. Take into account the feedback received from the club. Respect your skills, dignity and individual wishes and to do our best to meet them.

UNICEF On Campus at [Insert Your Campus' Name] agrees to:

1. Inform UNICEF of all commercial sponsors associated with the club or its events. UNICEF reserves the right to withdraw the permission to use its logo and decline any association with the event(s) if sponsors are not in line with our ethical fundraising policy. Special care should be taken to avoid any relationship with alcohol and tobacco companies.



2. Ensure that the UNICEF Canada On Campus logo is used appropriately in event materials. The club will not use the UNICEF Canada logo in any of its own materials.
3. Forward UNICEF Canada all public materials for approval before their content and design is finalized.
4. Credit all UNICEF photos with credits as provided.
5. Not do anything which might bring UNICEF Canada's reputation into disrepute, including involving UNICEF's name with political or religious activity.
6. Ensure that it is clear to members of your club and the local community that the club activities are organized by the club and that UNICEF Canada is in no way responsible for its organization, nor linked/partnered with the event in any other way.
7. When planning an event, ensure that the club has all necessary permissions from venues and relevant authorities to carry out the event and that appropriate health and safety measures are in place. UNICEF Canada is not liable in any way for any costs or debts incurred in setting up and running events. Lastly, UNICEF Canada accepts no responsibility for any consequences to guests, the society and/or property resulting from the event/s, travel and stay at location.
8. The club agrees to use relevant disclaimers on any websites or social networking sites.

Please sign, date and return a copy, by way of acceptance, together with a contacts sheet for all club execs, via email to rdelisle@unicef.ca or via mail to:

UNICEF Canada On Campus
UNICEF Canada
2200 Yonge St. Suite 1100
Toronto, ON
M4S 2C6

We look forward to working with you on this academic year. Thank you for your support.

For [Please insert University/College name]

[Please insert name here]
President

[Please insert name here]
Co-President or VP

Richard DeLisle, UNICEF Canada
Development Coordinator