

Memorandum of Understanding

Please read and sign this Memorandum of Understanding (MoU) and then return a signed copy to UNICEF so we can recognise you as an official UNICEF On Campus Society.

Between the

UK Committee for UNICEF, the United Nations Children's Fund, of 30a Great Sutton Street, London EC1V 0DU (Registered Charity No. 1072612 England and Wales - Scotland No. SC043677) (UNICEF UK)

And

UNICEF On Campus Coordinator: _____ [please fill in your name]

on behalf of _____ [insert your Society's name]

UNICEF agrees to:

1. Provide information on UNICEF's work to be used in event promotional materials if needed
2. Allow the use of the UNICEF On Campus logo.
3. If possible, UNICEF will provide photographs, with appropriate credits.
4. Provide videos to support the event, subject to availability and sufficient notice for posting them to the society (in the UK).
5. Provide fundraising materials (buckets, tins, banners, etc.) as appropriate and provided enough notice is given to post them to the society (in the UK).
6. Proof and check press releases but will not proactively seek media coverage of the event/s.
7. Take into account comments made on the post-event feedback form and, if photographs are provided, publish event successes on the UNICEF On Campus website in due course.
8. Respect your skills, dignity and individual wishes and to do our best to meet them.

The Society agrees to/that:

1. Inform UNICEF of all commercial sponsors associated with the society or 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 On Campus logo is used appropriately in event materials. Quote the registered charity number 1072612 (Registered Charity Number 1072612 England and

Wales - Scotland No. SC043677). If space is available, the UNICEF On Campus strapline will be used. The "in aid of UNICEF" logo will be used for larger fundraising events, provided that permission has been given by UNICEF, and any materials with this logo have been approved by UNICEF. The society will not use the UNICEF logo in any of its own materials.

3. Ensure that any materials promoting a society event to members of the public provide relevant Society contact details in case guests/potential guests have any questions.

4. Credit all UNICEF photos with credits as provided.

5. Not do anything which might bring UNICEF's reputation into disrepute, including involving UNICEF's name with political or religious activity.

6. Ensure that it is clear to guests and members of the public that the event is in aid of UNICEF and that UNICEF is in no way responsible for its organisation, nor linked/partnered with the event in any other way. Every time UNICEF is mentioned it should be stated that the event is "in aid of UNICEF" or "in support of UNICEF" and not "organised by UNICEF" or "in partnership with UNICEF".

7. Ensure that the organising committee has all necessary permissions from venues and relevant authorities to carry out an event/s and that appropriate health and safety measures are in place. UNICEF accepts no responsibility for any consequences to guests, the society and/or property resulting from the event/s, travel and stay at location.

8. UNICEF is not liable in any way for any costs or debts incurred by the society in setting up and running events.

9. The Society agrees to use relevant disclaimers on any websites or social networking sites.

If you are happy with the contents of this Memorandum of Understanding then please sign, date and return a copy, by way of acceptance, together with a Contacts Sheet, to:

UNICEF On Campus, UNICEF UK, 30a Great Sutton Street, London EC1V 0DU

We look forward to working with you on this project. Thank you for your support.
(please use either digital signature or type in your full name)

_____ [your signature]

_____ [print name]

on behalf of the UNICEF On Campus society

Date _____

CONTACTS SHEET

Fill in this form at the beginning of each academic year to let us know how we can keep in touch with your Unicef On Campus society.

Please complete the form in BLOCK CAPITALS and make sure that contact details listed are for people that can be contacted in emergencies both during and outside term-time. We often receive requests for volunteers at festivals and events at short notice – the contact details provided here will enable us to send these opportunities to your society throughout the year.

By completing and returning this form, you agree that Unicef can contact you about issues relating to On Campus. Please note that there are Data Protection statements for each of your society's contact people. These refer to communications outside On Campus, such as standard Unicef mailings.

**FOR EVERY
CHILD IN
DANGER**

unicef 
UNITED KINGDOM

Society details

Name of On Campus Society:

University or college name:

Postal address of the Unicef On Campus Society at the university or college:

Postcode:

Official Society email address:

Contact Person One

Full name:

Position within society:

Contact details during term-time:

Email: Phone:

Address:

Postcode:

Contact details outside term-time

Email: Phone:

Address:

Postcode:

SMS is a cost-effective way of communicating with supporters. If you are happy to receive text messages from us, please tick this box

☐

We would like to write to you in the future about Unicef's work and ways in which you can support us. If you prefer not to be contacted in this way, please tick this box

☐

Email is a cost-effective way of communicating with supporters. If you are happy to receive email from us, for example about emergencies, please tick this box

☐

Unicef occasionally allows other similar organisations to write to its supporters. If you would prefer us not to pass your details on, please tick this box

☐

Contact Person Two

Full name:

Position within Society:

Contact details during term-time

Email:

Phone:

Address:

Postcode:

Contact details outside term-time

Email:

Phone:

Address:

Postcode:

SMS is a cost-effective way of communicating with supporters. If you are happy to receive text messages from us, please tick this box

☐

Email is a cost-effective way of communicating with supporters. If you are happy to receive email from us, for example about emergencies, please tick this box

☐

We would like to write to you in the future about Unicef's work and ways in which you can support us. If you prefer not to be contacted in this way, please tick this box

☐

Unicef occasionally allows other similar organisations to write to its supporters. If you would prefer us not to pass your details on, please tick this box

☐

Unicef will send materials to each registered On Campus society. To prevent duplication, we will send materials to one address only. Please indicate which address should be used.

Preferred address to send Unicef materials by post:

Society ☐Contact 1 ☐Contact 2 ☐

Preferred email address for contact from Unicef:

Society ☐Contact 1 ☐Contact 2 ☐

Please complete this form and return it to the following address together with a signed copy of the Memorandum of Understanding:
On Campus, Unicef UK, 30a Great Sutton Street, London, EC1V 0DU

Thank you!

UNICEF ON CAMPUS FULL COMMITTEE CONTACT SHEET

Please complete your details to ensure UNICEF's On Campus records are up to date. By filling out your details below we understand that you are happy to receive our UNICEF UK On Campus communications via all the channels below. UNICEF will not share your details with anyone else and you can unsubscribe from communications at any time.

Name of On Campus University:	University or College Name:
Postal address:	Postcode:
	Date:
Official society email address:	Regional Coordinator:
On Campus Society Facebook:	Regional Coordinator email:

NAME	POSITION HELD IN SOCIETY	ADDRESS	EMAIL ADDRESS	TELEPHONE NUMBER

[illegible]

[illegible]

MATERIALS ORDER FORM

UNICEF can provide materials for your event, such as posters, badges, balloons and leaflets, as well as information sheets on our work. Please note that there is a minimum turnaround time of **10 working days** from receipt of your form to despatch. Contact us as soon as possible to avoid disappointment.

UNICEF UK receives no money from the UN and is funded entirely by voluntary donations. Although we are happy to provide materials, please be realistic about how many resources you will need – did you know that three balloons cost the same as a measles vaccination for one child? You might want to explore other options first like photocopying existing leaflets or investing in printing your own leaflets – many Student Unions have budgets for this that you might be able to use once you are a recognised society. In this case, please email us so we can advise about using our logo.

<i>Item requested</i>	Quantity
Balloons	max. 15
Collection tin (please return after your event)	max. 1 per fundraiser
Collection bucket (please return after your event)	max. 1 per fundraiser
Cardboard collection box (designed for indoor use)	
Stickers	max. 2 x sheets of 20
About UNICEF leaflets	maximum 30 per order
Sponsorship forms	
Small T-shirt	please enclose £5 per T-shirt ordered
Medium T-shirt	please enclose £5 per T-shirt ordered
Large T-shirt	please enclose £5 per T-shirt ordered
XL T-shirt	please enclose £5 per T-shirt ordered
Recruitment poster	max. 5 per order
UNICEF banner (reusable plastic)	max. 5 per order
Campaign action cards	max. 50 per order

If you want to order T-shirts then please enclose a cheque payable to UNICEF.

Additional items

To order more UNICEF UK-branded materials, please visit:

www.unicef.org.uk/Fundraise/Fundraising-Toolkit-and-ideas/fundraising-resources-materials/

You can also download posters, leaflets and emergency fundraising materials using the links above.

If you are ordering UNICEF T-shirt(s), please post this completed materials order form and a cheque (with correct amount) to:

UNICEF On Campus, 30a Great Sutton Street, London, EC1V 0DU

Important: please note that fundraising materials are not kept at this London office – because of this you are not able to pick them up in person or return them to this address. Thank you.



UNITED KINGDOM

on campus