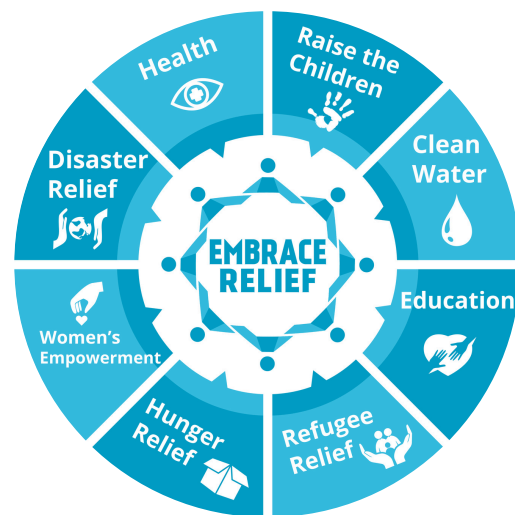


EMBRACE RELIEF STUDENT CLUB HANDBOOK



Welcome to the Embrace Relief Student Club (ERSC) Program!

Embrace Relief is a 501(c)(3) non-profit organization based in Fairfield, New Jersey, dedicated to alleviating human suffering while promoting sustainable development around the globe. Embrace Relief has eight core program focus areas: Clean Water, Hunger Relief, Health, Refugee Relief, Disaster Relief, Education, Women's Empowerment and child/orphan care via Raise the Children. By creating or joining an Embrace Relief Student Club chapter, you can significantly impact the lives of thousands of people in need.



What is the Embrace Relief Student Club?

The Embrace Relief Student Club was established by a group of young individuals , operating under the guidance of Embrace Relief . The primary objective of this club is to engage young people in volunteering, fundraising, and philanthropy to support humanitarian relief programs in the United States and worldwide.

This Handbook is a guide to starting and maintaining your club, so please read it carefully and thoroughly.

Getting Started:

Embrace Relief is a 501(c)(3) non-profit organization based in Fairfield, New Jersey, dedicated to alleviating human suffering while promoting sustainable development around the globe. Embrace Relief has eight core program focus areas: Clean Water, Hunger Relief, Health, Refugee Relief, Disaster Relief, Education, Women's Empowerment and child/orphan care via Raise the Children. By creating or joining an Embrace Relief Student Club chapter, you can significantly impact the lives of thousands of people in need.

1 Set Club Goals

Any successful venture starts with a goal. Your club should set goals at the beginning of every year. We have provided some baseline goals that your club can adopt:

- Host at least two fundraising events during the year.
- Raise at least \$250 in funds during the year.
- Recruit at least 5 members to the club.
- Host at least two educational opportunities for young people to learn more about Embrace Relief's work – either through a club meeting or other forum.
- Host a club meeting at least once a month.
- Participate, in some capacity, in two or more of our eight campaigns.
- Fill out the end-of-year survey and select officers for next year's club (mandatory).



2 Prepare to Start

First, you'll want to familiarize yourself with Embrace Relief's mission and activities and read all the information in this handbook.



Mission

Embrace Relief is dedicated to providing research-based, sustainable solutions to achieve immediate and lasting improvements in situations of humanitarian emergency and improving the quality of life of individuals and communities enduring chronic hardships.



Vision

Driven by a strong belief in the power of comprehensive development, Embrace Relief is committed to creating a lasting impact in the lives of individuals locally and globally. We implement research-based programs to achieve measurable, sustainable improvements in the lives of those in need. Our innovative approach ensures we deliver the most beneficial services by constantly using research and closely engaging with those we serve.

Our Core Principles:



Sustainability

We work on developing sustainable solutions to address the most pressing needs of communities and leaving a lasting impact on the lives of human beings.



Transparency

We ensure maintenance of openness and accountability in all our actions.



Innovation

We are dedicated to promoting novel and creative solutions which offer effective solutions to crises and vulnerabilities.



Partnership

We work together with partners to make fundamental changes in the living conditions of people in need and increase our capacity to address pressing human needs around the globe.

3 Use Your Club's Page on the Embrace Relief Website and Promote Your Club Online

Take advantage of the online tools to keep everyone updated on club activities.

- **Website:** Your club will have its own dedicated pages on Embrace Relief's website (www.embracerelief.org). Your custom home page will provide an overview of your club; its members, activities and goals; and photos and videos of your team in action. For each fundraising project your club participates in, you will also have a dedicated page to collect donations. Sharing these pages (either with links or a QR code) will allow you to easily inform others about your efforts and help reach your fundraising goals.
- **Email and social media:** Use email and social media to encourage peers, friends, and family to donate. Make an Instagram, Facebook, or Twitter page for your Embrace Relief Club and post activities, updates, information, and reminders there.
 - Encourage interested students to join Embrace Relief's Main Facebook or Twitter accounts. These are global sites, and anyone can join.

4 Recruit

Once your club is registered and an advisor is selected, you'll want to add students as members. Use social media to get the word out about your new club, and hold an info session/kick-off meeting within two weeks of starting the club.

****Tip:** Have a good, well-thought-out answer to the question "Why did you choose to work with Embrace Relief specifically?" Explaining what motivates you is a great way to persuade others to join you.*



Here are some additional activity ideas to build your club:



Make a Flyer

Create a catchy flyer with basic information about Embrace Relief and the club. Include information about your initial meeting or info session. Post flyers around your school.

- Include a photo or graphic and use a large, easy-to-read font.
- Include a contact number or email address so interested students can receive more information.



Set Up a Table

Set up a table at a high-traffic place at your school or event, such as a picnic, club fair, or sporting event. Make the table fun and highly visible. Give your flyer to passing students and talk to them about the club. Have several sign-up sheets available.

- Prepare a quick intro to get passing students to stop at your table.
- Provide information that students can read on their way to class.
- Plug in interested and super-motivated students right away and tell them to share with/invite their friends.
- Collect their names and email addresses on the sign-up sheet.

Connect at School

Word of mouth can be one of the most effective recruiting tools. Reach out to friends and classmates you think might be interested, and have them reach out to their friends. Use texts, social media, or email to encourage them to join. Get out the word that joining the Embrace Relief Club is an exciting and dynamic way to make a real impact and difference while building their college application and new friendships.

- Invite other student groups such as the student government, Model U.N., or other key clubs.
- Invite your school's service learning or community service programs. See if participation in the Embrace Relief Club can count toward your school's or organization's community service requirements.
- You may also partner with other clubs within your school to reach a goal or involve more students in your activities.



Make Announcements

With permission from your teacher or professor, talk about the club at the beginning of classes. Keep your talks focused — 5 minutes or less:

- Introduce yourself
- Explain the issue(s) that your Club is concerned about, and explain how your club can solve the problem
- Tell students how they can get involved
- Pass around a sign-up sheet
- Thank the teacher



Diversify

- Reach out and involve students from organizations or groups that might not be involved in service consistently.
- Recruit international students.
- Think about your club's specific needs. Work to attract students proficient in different areas like event planning, website technology, social media outreach, etc.



5 Hold Your First Club Meeting

A kick-off meeting/information session will generate interest in your club and provide an opportunity to explain the work your club will be doing. Hold your kick-off meeting at a time and place convenient for students.

Introductions:

- Start your first meeting by introducing yourself and any other co-founders or leaders of your Club. Then, go around the room and have attendees introduce themselves.
- Involve an ice-breaker like 2 Truths and 1 Lie, a fun fact, favorite song, etc.
- Next, introduce Embrace Relief and your club. Embrace Relief will provide you with resources and materials about the history of our organization and information about the specific humanitarian programs you plan to support.
- Use this meeting to engage and educate new and prospective members about the history and mission of the organization.

Goals, Questions, and Planning for the Future

Discuss your goals for the group and any plans you might have for the year. Talk about sample duties and important dates. Students will want a clear description of what they will be doing and what their roles will be.

- **Mention your mission**, which is: To educate, advocate and fundraise on behalf of Embrace Relief in your community in pursuit of alleviating human suffering and promoting sustainable development.
- **Create some goals** for your club
 - See the “*Get Started*” section on p. 3 for some sample minimum goals.
- **Find out what your club members want to do**, their goals and interests, etc. You can either use a survey or simply ask people to volunteer information.
- **Discuss electing officers or leaders** of the club. Give people time to think over how involved they want to be. Then, ask for volunteers or host elections for the leadership positions.
 - See *Appendix I: Getting Organized* for more information about leadership roles and responsibilities.
- **Collect the names and contact information** of all the people present for attendance records.
- **Talk about and set future meeting times and places.**

6 Take Action: Club Activities

Embrace Relief Student Clubs conduct various activities in their schools and local communities. Each activity should be related to one of the following projects of Embrace Relief: education, children, clean water, health, women’s empowerment, refugee relief, hunger relief or disaster relief.

Fundraising

Fundraising is a critical component of the Embrace Relief Student Club work plan and is essential to Embrace Relief’s global success. Clubs can hold fundraisers both in their schools and in the community. Many resources are available to help clubs raise funds, including brochures, booklets, donation boxes, flyers, and more.

****Funds raised using the Embrace Relief Club name can only be designated for Embrace Relief programming.***

Fundraising Activities:

Many fundraising strategies and activities are possible for Embrace Relief Clubs, and each club has particular strengths to build upon. Here are some low-cost ideas for fundraising activities your club can do:

- **Register your fundraisers on Embrace Relief's website.**
 - You can share this link/QR code with friends, family, and peers so they can directly access your custom and secure fundraising page.
 - Link your fundraising page to your Club webpage to highlight your ongoing campaigns.
- **Host a "Field Day" outside with obstacle courses and games.**
 - Charge \$10/student or \$50/team and set up obstacle courses in the school gymnasium or outside.
- **Breakfast Day**
 - Charge \$5/student to come to school early for bagels, croissants, doughnuts, juice, and tea.
- **Host a movie night, car wash, or bake sale.**



Running Your Club

Embrace Relief Student Club meetings are vital to the success of your club. It is the place and time where members discuss, decide, and plan their goals and strategies to achieve said goals. Your club should expect to meet at least once a month - twice a month is recommended. Your advisor should be present for at least one meeting per month.

Meeting Planning

- **Agenda:** Set goals for each meeting and always prepare an agenda in advance. Each meeting should focus on an Embrace Relief theme (water, nutrition, etc.) OR a volunteer activity (examples: “Trick-or-Treat for Embrace Relief” or the “Embrace Relief Eyes of the World Project”).
 - Use the *Activity Calendar* (see page 9) to help you organize your agenda.
- **Stability:** Meeting at the same time in the same place each occasion will give your group stability.
 - Giving the meetings a consistent structure ensures members can plan their schedule to accommodate club meetings and activities.
- **Time:** You should generally plan to have your meetings last 30 minutes to 1 hour, depending on what is on the agenda.
 - Start on time and end on time. Your members will appreciate it.
- **Materials:** Have helpful and relevant materials, such as photocopies, a projector, art supplies, etc., at hand.

Meeting Facilitation

- **Resources:** Choose which resources work best for your group depending on the time and technology available.
 - You can use videos and flyers to help inform people and communicate your message.
 - Visit www.EmbraceRelief.org and get materials from the “Logo, Posters, Brochures, and Videos” section at the bottom of the webpage, and utilize videos on Embrace Relief’s YouTube channel.

- **Participation:** You don't want to be the only one talking. Make sure you have room in your agenda for discussion and the opinions of all group members.
- **Task assignments:** Divide up club work. Core members should not take responsibility for everything. People who feel they are not needed will lose interest. Keep track of who is doing what.
- **Minutes:** Assign one group member to take minutes for each meeting (Recorder/Historian).
- **Follow-up:** After each meeting, email the minutes to all club members so that anyone who did not attend the meeting can catch up on what they missed.

Maintain and Build Membership

Many student organizations have a “core” group of leaders and supporters. These are the people who helped establish the club and/or are heavily involved in all its activities. While having this core group of people to depend on is a good idea, it never hurts to have more members—even if you already have a large group. It's also important to focus on maintaining the members you have.



Keep a Media Buzz

Plug stories about Embrace Relief and your club's activities to your school newspaper or newsletter, relevant social media communities, or to local news outlets (newspapers, blogs, radio stations, etc.).



Empower Members

Empower all members by making them feel they have ownership of club activities and setting clear goals and expectations for members. Provide a structure that enables members who desire greater responsibility to achieve it. One way to do this is by granting leadership titles such as “service coordinator,” “event planner” or “technology chair.”



General Retention Tips

- Model positive behavior even when things are tough. Energy and enthusiasm are contagious.
- Show appreciation often!
- Point out volunteer contributions in speeches, meetings, and media.
- Help members with time management and consider their other commitments.

Resources

Upon approval of starting an Embrace Relief Club at your high school, you are automatically sent the Embrace Relief Club Activation Kit, which includes several useful materials that will help throughout your fundraising activities, including videos, brochures, flyers, and donation boxes.

Campaigns

Start a campaign at the beginning of every month, choosing a different cause of the eight (8) that Embrace Relief offers. Your monthly campaigns can focus on a different topic from one of the following:



Clean Water

Embrace Relief's **Clean Water Initiative** is responsible for building water wells, primarily in sub-Saharan Africa (Chad, Cameroon, Nigeria, Kenya, Uganda, and Tanzania). A related initiative, **Fountains of Hope**, reconstructs broken or abandoned water wells in Chad, Cameroon and Nigeria. Our water wells provide safe, clean drinking water to nearly 1 million people, reducing the prevalence of waterborne illnesses, encouraging food production, enhancing local economies, and making life easier and safer for women and girls. To date, Embrace Relief has built or reconstructed nearly 1,000 water wells, and provides annual maintenance checks for each well to ensure they remain functioning.





Health

Embrace Relief's **Health** program includes cataract surgeries, dental procedures, and comprehensive health screenings. The organization's health initiatives are concentrated in the West African countries of Mali and Burkina Faso. Embrace Relief supports three health clinics and one mobile clinic in Mali, and supports one health clinic and one mobile clinic in Burkina Faso. The Mobile Clinics bring healthcare to people living in remote regions who cannot afford or access proper care.



Child and Orphan Care

Embrace Relief's **Raise the Children** program works with orphanages around the world to ensure they receive food, clothes, healthcare, and education. Working directly with orphanages in need gives Embrace Relief the opportunity to provide them with the things and opportunities they need to create a stable and productive life for themselves beyond the orphanage. Embrace Relief believes that children are the future and hold the key to making real changes in the world - this is why we invest in children who need it the most.



Women's Empowerment

Embrace Relief's **Women's Empowerment** program encompasses four separate initiatives, each of which provide women around the world with the tools they need to become leaders and entrepreneurs. These include:

- **R.I.S.E.**, which provides scholarships to female teachers in Tanzania, allowing them to earn advanced degrees in administration;
- **L.E.A.R.N.**, which provides online education to high school- and college-aged women in Afghanistan;
- **S.E.E.D.**, which provides goats and chickens to women in Uganda, Kenya, Nigeria and Afghanistan, allowing them to sell the produce to support their families;
- **K.E.E.N.**, which provides training for seamstresses and enables graduates to open their own small businesses.



Hunger Relief

Embrace Relief's **Hunger Relief** program works to alleviate food and nutrition insecurity around the world. To do this, Embrace Relief distributes nutritious food packages, bread, and hot meals to those in need around the globe.

Highlighted by our annual month-long International Hunger Relief campaigns, Embrace Relief has distributed food to more than 4 million people in over 40 countries since 2013.



Refugee Relief

Embrace Relief's **Refugee Relief** program currently supports refugees in Greece, providing support services to those who have fled their homes due to persecution, war, unlawful imprisonment, or violence. These services include rent and food assistance, legal support for assisting with the asylum process, and English learning courses. Our Refugee Relief program's services alleviate psychological suffering and distress.



Disaster Relief

Originally founded as a **disaster relief** organization in 2008, Embrace Relief continues to aid those who have been affected by disasters, both natural and man-made. We provide critical necessities to those affected by events including (but not limited to) earthquakes, wildfires, tornadoes, hurricanes, tsunamis, floods, and disease outbreaks. Whenever and wherever disaster strikes, Embrace Relief answers the call for help.





Education

Embrace Relief's **Education** programs focus on the academic and personal growth of students worldwide. Implementing educational programs both locally and globally, including building and renovating libraries and public schools, donating 48,000+ books, and providing learning tools. ACT-US computers allow students in Uganda and Tanzania to expand their learning horizons. Cultivating and sharing knowledge is the foundation for a community to progress and improve.

Social Networking

Join the official Embrace Relief Facebook, Instagram, YouTube, and Twitter accounts for timely updates on Embrace Relief's work. In addition, if your club decides to make a Club Facebook page, be sure to link Embrace Relief's main social media accounts and webpage. All Facebook pages should reflect high standards of professionalism and uphold the positive image of the activities.

Videos

Embrace Relief runs a YouTube Channel -

<https://www.youtube.com/@EmbraceReliefFoundation>. You may use these videos to your advantage when fundraising or recruiting members.

Responsibilities Of An Embrace Relief Student Club Member

Becoming an official member of the Embrace Relief Club is a wonderful way to have an impact on the world. However, be advised that by using the Embrace Relief name, you and your club become ambassadors of our organization. All actions take and communications made in the name of your Embrace Relief Club must adhere to Embrace Relief's overall humanitarian mission, and must not do harm to Embrace Relief's reputation and brand.

Please ensure you read, understand, and abide by the policies and procedures outlined in this manual. Failure to comply with these guidelines could result in losing your status as an Embrace Relief Club.

Volunteer Agreement

When you register as a volunteer, you agree to a set of terms and conditions that will help Embrace Relief maintain its high standards of professionalism. You agree to uphold the positive image of the Embrace Relief.

All leaders and members of officially registered Embrace Relief Student Clubs must agree to serve as Embrace Relief Student Club Volunteers.

Impartiality

However, many volunteers work with other nongovernmental organizations and charities. Embrace Relief encourages volunteers to work with these groups to promote our message. However, volunteers cannot sign any petition or declaration that takes a political stance on any issue in the name of Embrace Relief. If volunteers wish to sign such documents, they must do so as individuals, independent from Embrace Relief.

Conflict of Interest

Embrace Relief volunteers, acting in an official capacity, shall not take any action that would result in the volunteer's (or household member's) financial benefit.

Nondiscrimination Policy

It is the policy of Embrace Relief that there will be no discrimination or harassment in its programs, activities, or membership based on race, color, religion, gender, sexual orientation, age, or any other basis prohibited by law.

Organizational Structure and Membership



There are a number of ways that your club can organize its leadership structure. However, it is mandatory that there are at least four officers — president, vice president, treasurer/secretary and event planner. These positions may not be filled by the same person.

Expenses and Revenue



Covering and controlling any club-related activity's cost is an important job. As the organizer, you should have a very clear understanding of the realistic revenue and expenses. Events that benefit Embrace Relief must be cost-effective and deemed appropriate to the community. **Expenses should not exceed 8% of all collected revenue.** Outline this in your budget during the very beginning stages of planning.

Donation Tracking, Handling, and Submission



Every Club member is responsible for accurately and honestly collecting donations and submitting the entire amount collected to the Treasurer. The Treasurer is responsible for handling all the funds and ensuring they are correctly submitted to the appropriate Embrace Relief program via the website.

Reporting



All Embrace Relief Clubs are required to submit a Reporting and Reflection Survey at the end of the school year in May. The survey allows us to track each club's activities and progress. Clubs that do not complete the survey will be considered inactive.



Use of Embrace Relief logos/branding

You are encouraged to use Embrace Relief logos and branding on flyers, T-shirts or other merchandise, promotional materials, etc. However, clubs must gain express permission from Embrace Relief **before** it is used for public display. You can find the logo, designs, and Brand Guidelines from the link or QR code:

<https://www.embracerelief.org/logo-posters-brochures-and-videos/>



Public Relations for Embrace Relief

Media outreach by our supporters is invaluable in engaging the public to support Embrace Relief. As you conduct Embrace Relief activities, you may come into contact with a member of the press. In all of your communication with the press, you should make clear to journalists that you are a volunteer and not an Embrace Relief staff or spokesperson—and are therefore unable to answer specific questions about Embrace Relief's mission and programs. You are, of course, encouraged to make comments about your club's specific Embrace Relief activities in your capacity as a volunteer. If a reporter wishes to speak to an Embrace Relief staff person, please email info@embracerelief.org.

Certificate of Nonprofit Status/Tax ID Number

Embrace Relief is a 501(c)(3) non-profit international humanitarian relief and development organization, and its EIN is 26-2393075. All donations collected for Embrace Relief are tax-deductible.



Responsibilities Of Embrace Relief

Training

Embrace Relief can provide general guidance and tips on fundraising within your school and community. Moreover, Embrace Relief can provide fundraising materials such as flyers, brochures, posters, and donation boxes upon request.

Certificates

Upon request, Embrace Relief can provide Volunteer Certificates to club members at the end of the academic year.

Humanitarian Trip Travel Opportunities

Members of your club may decide to travel abroad to witness or implement the result of their fundraiser firsthand. Examples of this include taking part in a food distribution event, or attending the opening ceremony for a water well. If your club decides to travel abroad, **the club is responsible for both raising money for the humanitarian program and all travel expenses.**

Embrace Relief will assist with the trip itinerary and in-country travel coordination. Embrace Relief’s trusted and vetted partners within the country will assist with in-country travel (i.e. airport pick-up/drop-off, driving to and from site visits, going out for meals, and any other driving needs). At least two advisors/chaperones per 15 students are advised.

Presidential and Congressional Awards

Embrace Relief is certified by the Office of the President of the United States to distribute the Presidential and Congressional Awards to eligible and qualifying students. These awards represent a significant achievement towards one’s public service, and can be cited in college applications and resumes.

The student must complete the volunteer hours in 12 months. See below the requirements to receive the awards:

Presidential Award

Age Group	Bronze Award	Silver Award	Gold Award	Lifetime Achievement Award
Kids (5-10 years old)	26-49 hours	50-74 hours	75+ hours	4,000+ hours
Teens (11-15)	50-74 hours	75-99 hours	100+ hours	4,000+ hours

Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours	4,000+ hours
Adults (26+)	100-249 hours	250-499 hours	500+ hours	4,000+ hours

Congressional Award

The congressional Award is open to people ages 14-24 and there is a \$25.00 registration fee when you sign up for your Submittal Account on www.congressionalaward.org. Participants may earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration. You must choose which area(s) you would like to set goals and their corresponding timelines. See below the requirements to receive the certificates and medals:

CERTIFICATES	Bronze Certificate	Silver Certificate	Gold Certificate
Voluntary Public Service	30 hours	60 hours	90 hours
Voluntary Public Service	No min. months	No min. months	6 months
Personal Development	15 hours	30 hours	45 hours
Personal Development	No min. months	No min. months	6 months
Physical Fitness	15 hours	30 hours	45 hours
Physical Fitness	No min. months	No min. months	6 months
Expedition/Exploration	1 day	2 days	3 days

MEDALS	Bronze Medal	Silver Medal	Gold Medal
Voluntary Public Service	100 hours	200 hours	400 hours
Voluntary Public Service	7 months	12 months	24 months
Personal Development	50 hours	100 hours	200 hours
Personal Development	7 months	12 months	24 months
Physical Fitness	50 hours	100 hours	200 hours
Physical Fitness	7 months	12 months	24 months
Expedition/Exploration	2 day, 1 night trip	3 day, 2 night trip	5 day, 4 night trip

Getting Organized

A. Sample Leadership Structure

The following position descriptions are meant to be a template for Embrace Relief Student Clubs Leadership Teams.

Please add or amend these descriptions to reflect your club's leadership structure and duties.

President: Is the presiding officer of the club, sets the agenda and plans for meetings and events. The President works with the advisor, the program manager of the Embrace Relief Club and other club officers to accomplish the goals of the Club.

Vice President: Assists the president in their duties and presides over the club in the absence of the president. The Vice President is the chair of education and is responsible for setting up appropriate committees to deal with educational and membership outreach.

Treasurer: Oversees all funds and transactions associated with the Club. The treasurer's duties include applying for funds from the school, developing an individual budget for each fundraising event, overseeing funds related to the club, and sending contributions to Embrace Relief within 30 days of an event. The Treasurer must also record all financial transactions during their terms of service.

Event Planner: Organizes all logistics and plans fundraisers and events. An event planning committee with other officers is a good idea for clubs that host many events and fundraisers.

Recorder/Historian: Takes notes about what is discussed in meetings and keeps careful records of all activities. These records must be reported in the Reporting and Reflection Survey in May.



B. Leadership Responsibilities

Embrace Relief Club leadership responsibilities:

- Leadership terms should last at least one full academic year.
- Plan and implement at least one education, advocacy and fundraising activity per year in your school and in your community on behalf of Embrace Relief.
- Use the Embrace Relief Student Club Activity Calendar to guide your club's education and fundraising activities.
- Promote membership management and leadership development by conducting effective recruitment campaigns each semester, organizing initial and ongoing membership development activities, fostering retention of members, building a strong committee leadership structure and ensuring an effective selection and transition of new leaders.
- Register your club as an official Embrace Relief Student Club by emailing clubs@embracerelief.org. And completing Registration for at www.embracerelief.org/student-club/
- Complete the Online Reporting and Reflection Survey in May.
- Educate yourself about current Embrace Relief campaigns on their website at www.embracerelief.org.
- Maintain the Embrace Relief Club's integrity by tracking finances and membership and ensuring the timely processing of donations.

C. Member Responsibilities

Embrace Relief Student Club membership responsibilities:

- Help to plan and implement education, advocacy and fundraising activities at your school and in your community on behalf of Embrace Relief.
- Attend and actively participate in weekly (or biweekly) membership meetings and, if applicable, participate in leadership committees.
- On occasion, Embrace Relief Club members may be asked to participate in local volunteer opportunities, trainings and other special events.
- Qualifications:
 - Members should be motivated to volunteer for humanitarian programs.
 - Members should exhibit strong leadership skills or potential and should be able to take the initiative on a number of projects.
 - Excellent communication skills are a must. Individuals should feel comfortable speaking in front of a group of peers and possess skills in group facilitation.

D. Sample Embrace Relief Club Advisor Description

Embrace Relief Student Clubs are student-led organizations that educate, advocate and fundraise in the United States for the benefit of Embrace Relief.

One of the club requirements is to partner with an adult who will serve as the club's advisor. An advisor can be anyone employed by the school, a civic organization, or a trusted and informed community member. Advisors are essential to the success of the student groups since they provide guidance, consistency, and sustainability to the clubs.

It is important to remember that Embrace Relief Clubs are student-led organizations. The advisor should not serve as the primary contact or leader of the group. Instead, the advisor should serve as a mentor, coach, or guide.

- **Meets with student leaders on a monthly — or at least regular — basis.**
- **Provides interpretation of any school or organizational policies when necessary.**
- **Provides help with annual planning and goal setting.**
- **Provides help with event planning.**
- **Provides guidance and oversight of the annual leadership transition.**
- **Provides help with access to school and community resources.**

Each club should have one advisor, but involvement with additional staff, administrators, and faculty is encouraged.

***Note for teachers:** If you are interested in integrating Embrace Relief's work and global humanitarian issues into your classroom activities, please contact the Embrace Relief main office at (201) 528-3181 to acquire information and materials.

APPENDIX II:

Forms

A. Sample Budget

DESCRIPTION	BUDGETED	ACTUAL
Income Items		
Ticket sales (# of attendees multiplied by ticket price)		
Donations		
Other		
Income Total		

DESCRIPTION	BUDGETED	ACTUAL
Expense Items		
Logistics:		
Food		
Decorations		
Furniture rental		
Site rental		
AV equipment		
Advertising/press releases:		
Copies & general reproduction (flyers, invites)		
Postage & delivery		
Other:		
Supplies		
Gifts		
Professional fees (tech support, movers, etc.)		
Licenses & permits		
Entertainment		
Expense Total		
Income Less Expenses (please note, expenses should not exceed 8% of income raised)		

B. Donation Form

Please note: You may also transmit donations online at www.embracerelief.org/donation/support-us by selecting "Donate".

1. Fill out this form **completely**. It should be the cover sheet for all of your collected donations.

2. Use **one** form per donor. Contact details on each form must be identical, and pages must be numbered if using multiple forms.

3. Attach checks and money orders made payable to: **Embrace Relief**

4. Send to:

Embrace Relief
18 Passaic Ave, Unit 1,
Fairfield, NJ 07004

Contact Details

First Name: _____ Last Name: _____

Embrace Relief Student Club Official Name:

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Email: _____

Payment Methods

* (Circle method of payment)

Check/Money Order Number: _____
Amount: \$ _____

Check/Money Order Number: _____
Amount: \$ _____

Check/Money Order Number: _____
Amount: \$ _____

Check/Money Order Number: _____
Amount: \$ _____

Check/Money Order Subtotal: \$ _____

Credit Card Details

Credit Card No. _____

Exp. Date: _____ Type of Credit Card (please circle): **VISA** **MASTERCARD** **AMEX**

Amount: \$ _____

Name on Card: _____

Billing Address: _____

Address: _____ City: _____

State: _____ Zip: _____

*Please email **club@embracerelief.org** or call **(201) 528-3181**.

C. Embrace Relief Club Attendance Sheet

Date: _____ Theme/Topic: _____

Those in Attendance:

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

Embrace Relief Club FAQs

Who volunteers with Embrace Relief? Is there an age requirement to volunteer?

Embrace Relief Club volunteers are an integral part of a vast network of individuals across the United States who have increased awareness of humanitarian activities advocated on behalf of Embrace Relief and raised funds to support the organization's work. Volunteers of all ages, races, genders, and creeds are welcome.

What hours can I expect to volunteer?

You may volunteer as many hours as you would like. Most Embrace Relief Student Club volunteer members spend 5 to 10 hours monthly on activities including meetings, planning, and fundraising. Please consider your availability when choosing a volunteer activity to participate in. Some activities require more time than others.

What are the benefits of volunteering with Embrace Relief?

As a member of the Embrace Relief Club, you can benefit through:

- Supporting critical humanitarian causes and making life better for those in need
- Getting to know new, like-minded people
- Learning organizational, fundraising, and other interpersonal skills
- Travelling abroad to experience new cultures and see your impact firsthand
- Receiving a boost to your college application or resume

Does Embrace Relief have any travel abroad or overseas volunteer programs?

Yes, Embrace Relief has a program called "Group Fundraising," in which school clubs, community groups, teams, or families can raise money to support one (or more) of Embrace Relief's humanitarian causes, and then travel to the country supported by this fundraiser. For more information, visit www.embracerelief.org/group-fundraising.

How do I verify that I am an Embrace Relief club member?

While we do not issue verification letters, you may use the confirmation email that you receive when registering your club as a means of verification. If a donor or business asks for further verification for your local Embrace Relief volunteer activity, you may direct all inquiries to **clubs@embracerelief.org** or call **(201) 528-3181**.



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