Club Starter Guide

Want to help millions of girls all over the world? We’ll show you how by starting a Girl Up Club today!

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The Basics

פים WHAT is Girl Up?

Girl Up, the United Nations Foundation’s adolescent girl campaign, supports the empowerment of girls everywhere. Since its launch in 2010, the campaign has funded UN programs that promote the health, safety, education, and leadership of girls in developing countries and built a community of nearly half a million passionate advocates – including Girl Up Global Advocates Her Majesty Queen Rania Al Abdullah of Jordan and Latin American business leader Angélica Fuentes. Our youth leaders, representing more than 700 Girl Up Clubs in 44 countries, stand up, speak up, and rise up to support the hardest to reach girls living in places where it is hardest to be a girl. Learn more at GirlUp.org.

Փաս WHAT is a Girl Up Club?

A Girl Up Club is a group of dedicated youth who have joined together with the common commitment to change the lives of adolescent girls in developing countries and to empower the people around them to take action. As an officially recognized club, all meetings and activities are aligned with Girl Up’s mission and directly benefit the UN programs Girl Up supports.

Փաս WHO can start a club?

Anyone! Whether someone wants to form a club at home, in their school, or through a community organization, they are eligible. Clubs are youth driven, which means that while adults can act as advisors, the leader should always be a youth representative.

Փաս WHY join Girl Up?

Girl Up Clubs offer a great opportunity to come together to learn about world issues, take action and build leadership skills - all while working on one of the most important issues facing our generation. You see, adolescent girls have the power to change the world. It’s true! But the reality is that girls are at a distinct disadvantage and not every girl has the chance to live up to her full potential. By starting a Girl Up Club, you can connect with youth from across the globe to make a difference. Visit GirlUp.org to learn more about the challenges girls around the world face.
The Requirements

As a Girl Up Club, you are the leader of a global movement to change the world. Pretty awesome, right? That means you’ll have some responsibilities to uphold:

➤ **Host five Girl Up activities.** These activities can range from awareness events like hosting a movie screening, advocacy actions like writing letters to your senator, or fundraisers like bake sales and walkathons. We have tons of ideas for you to explore.

➤ **Complete semester and activity reports.** We want to know about all of the amazing activities your club completes! You raised $100 dollars? Gave a presentation for 20 classmates? **Tell us about it.** Reports are submitted through your club page in the online Girl Up Community. Submit activity reports immediately after every event and semester reports in December and June. More reports = more points = more prizes. *(Check out “The Perks” section below!)*

➤ **Recruit new members.** Girl Up Clubs help grow the global movement. If each club member talks to 10 people and those people talk to 10 people—bam!—there’s 100 new Girl Up supporters. Use the Girl Up sign-up sheets in the online Community to get new people to join. Then, type up those sheets in Excel and attach them to your Activity Report so we can add them to our database of supporters.

➤ **Participate in the Girl Up Community.** The online Girl Up Community is an exclusive website for Girl Up’s top tier supporters— you! When you register your club, you get automatic access to this site where you can browse activities, upload photos and videos, and connect with clubs from all over the country and the world! The Community provides Girl Up Clubs insider knowledge on upcoming events, noteworthy news and unique resources.

➤ **Participate in fundraising challenges.** Fundraising—in addition to advocacy, education and service—is an important part of what clubs do. Every dollar you raise makes a difference for girls around the world. That’s why when your Girl Up Club registers, we automatically create your club’s online fundraising page. In your club fundraising center, you can set your goal, track your progress, and personalize messages to your supporters. So, look out for that fundraising email in your inbox!
The Perks

If being a champion for girls across the globe wasn’t enough, Girl Up offers some extra incentives and resources just for clubs. As a Club Leader, you will:

➤ **Get the insider scoop.** The Girl Up Club Update, an e-newsletter, offers stories, activity ideas, upcoming events and more. It hits your inbox every month so be on the lookout.

➤ **Collect key resources.** After you register, you’ll receive a club welcome package with Girl Up materials like the Club Leader Book and bonus swag (allow up to 4 weeks to receive your package). You’ll also receive toolkits for key moments throughout the year like International Day of the Girl.

➤ **Be challenged.** Girl Up offers “Featured Challenges”—suggested 6-8 week projects just for clubs. You can expect to receive two to three Featured Challenges each semester, with all of the information and resources you need to complete the challenge.

➤ **Be rewarded.** In the Girl Up Community, your club will receive points for every action taken. That means points for every club member who joins, every photo you upload and every report you submit. Plus, you get tons of bonus points for large club activities like school-wide assemblies. Clubs that reach certain point levels will receive year-end prizes—with one grand prize for the top club at the end of the school year!

➤ **Stay savvy.** With our book & film recommendations—as well as webinars and reports—you will become an informed advocate on girl-related issues.

➤ **Apply for Club Awards.** Clubs have the opportunity to apply for seed money to support their events and activities throughout the year. In the Girl Up Community, you will find an application to apply for $250-$750 for your club. Make sure to plan ahead and submit your application early—it takes more than a month to review and process.

➤ **Be supported.** You have a dedicated staff member at Girl Up here to answer all your club questions. Better yet, you can connect with and learn from other Girl Up Clubs from around the world in the Girl Up Community. If you live in an area with a Girl Up Regional Coalition, you can even connect directly with clubs in your own backyard.

**We want to hear from you!** Email Rachel and Julie at [clubs@girlup.org](mailto:clubs@girlup.org) to send messages, questions and love our way.
Club Registration

You know what it takes to start a club. Ready to register? Here’s a quick checklist of what you’ll need to officially register with Girl Up:

- Club Name
- Club Leader
- 5 Club Members
- Contact Information
- Adult Advisor (if under 18 yrs)
- Club Affiliation (ie: school)
- Passion & Dedication

The Girl Up Community

As soon as you register, you'll have immediate access to the Girl Up Community—the central online hub for all Club, Campus and Community Leaders. Learn, love and explore:

- Personalize your own club page
- Add events to the calendar and see other upcoming events
- Explore announcements, news, activity suggestions, toolkits and more
- Connect with other clubs from around the world
- Upload your club's photos and videos
- Submit activity and semester reports to earn points and prizes

Ready? Register your club at GirlUp.org/Clubs
Kicking Off

You might be asking yourself, where do I begin? With Girl Up’s resources and tips – as well as the help of your adult advisor – you have everything you need to get your club started. Remember that this is your club and you are the decision maker! Here are the most important tips you can take to move into high gear:

➤ **Check in with your advisor.** Students drive Girl Up Clubs, but your advisor is a great resource. Work with your advisor to learn the requirements for clubs at your school and get your club approved. Then, coordinate to reserve a place to hold your meetings.

➤ **Organize your first meeting.** Being organized is incredibly important. If people feel like you are wasting their time, they probably won’t come back. Make sure you set an agenda (see page 12), send reminders and print sign-up sheets to collect everyone’s information.

➤ **Set goals.** Start be determining what you want to accomplish during your first meeting. Suggestions include holding elections for club officers or educating your members on Girl Up and girl-related issues.

➤ **Create a plan for the year.** After your first meeting, you need to follow through. Stay in communication with club members. Set regular meeting times and map out what you want to accomplish over the course of the semester. (see page 13).

➤ **Explore club activity ideas.** Meetings should be fun, interactive and diverse. Explore different activities and topics in the online Girl Up Community and don’t forget to recognize club members for all of their accomplishments.
Resources

Sample Club Constitution

Article I: Organization
The name of this organization will be known as Girl Up Club at (school or city) or (school or city) Girl Up Club.

Article II: Date of Creation
The Girl Up Club was created on (date).

Article III: Aim/Purpose
In alignment with Girl Up and the United Nations Foundation’s mission (stated below), the Girl Up Club at (school or city) aims to empower others to get involved, teach their communities that girls matter and make sure that girls in developing countries are educated, healthy, safe, counted and positioned to be the next generation of leaders.

*Girl Up ignites the empowerment of girls, by girls around the world. In partnership with the United Nations, we stand up for girls, speak up for programs that help them thrive, and rise up as a community of advocates out to change the world, for good.*

Article IV: Membership
1. Membership in the Girl Up Club at (school or city) will be equally available to all students. There may not be any discrimination based on race, religion, political views, nationality, ability, sexual orientation, etc.
2. An official member of this organization is one who attends at least three meetings during a semester. The membership list will be kept updated by the Secretary.

Article V: Officers and Adult/Faculty Advisor

Officers
1. This organization will consist of five officers: President, Vice President, Treasurer, Secretary, and Historian/Public Relations Officer.
2. All officers must be full-time students.

**Adult/Faculty Advisor**

1. The officers and the club as a whole will be overseen and mentored by an Adult/Faculty Advisor.
2. The Advisor will be chosen and confirmed by the Club Officers.
3. The Advisor will advise and help students in the club to the best of his/her abilities as well as oversee and approve club activities and events.

**Article VI: Officer Roles and Responsibilities**

**President:**

1. Call, preside over and adjourn all meetings of the club
2. Oversee all club activities, events, and fundraisers
3. Perform other duties required by the club

**Vice President:**

1. Assume the duties & responsibilities of President if s/he is unable to do so
2. Preside over meetings when the President is not able to attend
3. Assist the President in all club activities and take on other duties as required

**Treasurer:**

1. Manage all fiscal matters related to the club
2. Help plan and organize all club fundraisers
3. Liaise with the school financial office/student government with matters pertaining to funds for the club

**Secretary:**

1. Record minutes of all club meetings and make the minutes available to members
2. Maintain all official club correspondence
3. Maintain a membership list of all official members

**Historian/Public Relations Officer:**

1. Publicize all club activities
2. Attend all club activities and record events
3. Maintain any media that is shared on the club’s website, Facebook, Instagram, etc.

**Article VII: Elections**

1. Elections for officers should be held early in the spring semester and no later than the last day of classes.
2. Each club member will have one vote to cast for each position; the candidates receiving the majority of votes will assume the specified positions.
3. All candidates must be members of the club to be nominated and elected.
4. A majority of the official members must be present during the election for the vote to be valid.
5. All official members of the club are allowed to vote.

**Article VIII: Meetings**

1. Girl Up Club at *(school or city)* will meet *(once a week, once month, etc.)*, and the Club Officers will meet *(once a week, once a month, etc.)*
2. The President will have the authority to order a special meeting whenever she/he deems necessary.

**Article IX: Financial Activities**

1. The Girl Up Club at *(school or city)* will not require a budget.
2. Money raised from club activities can be used solely to donate to Girl Up or reimburse members for costs associated with club activities.

**Article X: Committees**

1. Committees will be created for specific events and Girl Up Featured Challenges.
2. Any member can join a committee.

**Article XI: Amendments**

1. Two-thirds of the membership is required in order to vote on any proposed changes to the Constitution.
2. All amendments, after being successfully voted on by the club, must then be approved by the Adult/Faculty Advisor and the Student Government.
FAQs

**HOW MANY MEMBERS SHOULD MY CLUB HAVE?**
Girl Up requires that you have five core members. This is a club, after all! Girl Up clubs must be open to any individual that wants to join. We also know there is strength in numbers! But keep in mind the number of members in your club is not as important as the commitment of those members.

**HOW SHOULD I STRUCTURE MY CLUB?**
It’s a good idea to designate roles for club members to provide structure and set expectations for responsibilities. What you want to accomplish over the year will help determine what positions your club should have. It’s up to you to decide if you want to host elections or appoint officers. The core officer positions are outlined in the constitution above but you can also have positions like photographer and webmaster to ensure your club page stays updated and active in the Girl Up Community.

**HOW DO I RECRUIT MEMBERS?**
When you are just starting, advertising is key! Make sure everyone at your school knows about your club whether it’s through colorful posters or morning announcements. Because students have a lot of activities going on, make sure you clearly state when and where meetings will be held. The more organized you are beforehand, the more likely students will show up and keep showing up. Don’t forget to use social media too! If all your classmates are on Instagram, come up with a fun photo countdown as meeting reminders.

**HOW ARE U.S. CLUBS DIFFERENT FROM CLUBS IN OTHER COUNTRIES?**
Here at Girl Up we value all clubs equally because we know every club has the potential to empower girls in their community and around the world. While some suggested club activities may be geared toward U.S. clubs (particularly advocacy challenges), we try to offer a range of activities—like film screenings and social media initiatives—in which all clubs can participate. Additionally, due to shipping limitations, clubs outside the U.S. are not guaranteed a club welcome package within 4 weeks. Sending club welcome packages internationally is made on a case by case basis. If you are starting a club outside of the U.S., please feel free to reach out to us with questions and concerns at Clubs@GirlUp.org.
SAMPLE MEETING AGENDA

Tuesday, Sept. 2nd / Classroom 403

4:00-4:05  Meeting Called to Order
President introduces new guests or members

4:05-4:10  Roll Call

4:10-4:15  Secretary’s Report
Secretary gives recap from last minutes; asks for approval

4:15-4:20  Treasurer’s Report
Treasurer provides a fundraising report/club budget update

4:20-4:30  Committee Report(s)
Other officers report on publicity, events planning, etc.

4:30-4:50  Activity/Educational Program
Club member or guest speaker gives a presentation, leads a
discussion or activity related to Girl Up countries or issues

4:50-4:55  Wrap Up
Final announcements and assignments

4:55-5:00  Girlafesto
Club members come together to recite the Girlafesto and close out the
meeting-

*Because while we are strong, together we are stronger.*
The best way to be an effective club is to stay organized. Use this semester plan to define your goals for the semester and how you will reach them. Remember you need to complete five activities every year. These activities can range from advocacy and fundraising to education and service.

### GOALS FOR SEMESTER

| 1ST MONTH |
| Important Dates |
| Activities |

| 2ND MONTH |
| Important Dates |
| Activities |

| 3RD MONTH |
| Important Dates |
| Activities |

| 4TH MONTH |
| Important Dates |
| Activities |
Staying Active

Club Activities

You’ve got your advisor, recruited members, made a semester plan and are set for your first meeting, but what next? What do Girl Up Clubs actually do? In one word: everything! Clubs spread awareness and inform others about the challenges facing adolescent girls in developing countries. They fundraise through donation drives and online club fundraising pages. They take action through advocacy by championing laws that support girls. Not to mention, they serve their local community through volunteerism and outreach. The Girl Up Community and Club Leader Book both have tons of activity ideas to help you get started.

Sample Activities:

- Get your mayor to declare a Girl Up proclamation
- Educate a younger class about what adolescent girls face
- Create a pamphlet to hand out in your community
- Host a fundraising bake sale
- Arrange a potluck meal, pancake breakfast, or pasta dinner
- Start an online campaign for other teens to join the Girl Up movement
- Get 50 new people to “like” the Girl Up Facebook page
(Fun)draising

The reality is that United Nations programs need financial support in order to empower adolescent girls. As a part of your commitment, we ask every Girl Up Club to try to fundraise and participate in our yearly fundraising challenge. In 2012-2013, clubs raised more than $45,000 to start 200 girls-only clubs in Malawi. In 2013-2014, clubs raised more than $65,000 to get Liberian girls back in school. We hope that number only continues to grow! After all, you can’t put a price tag on assuring girls are educated, healthy, safe, counted and leaders in their community.

You know what to do now – so go out there and do it! Read this over, share it with others, and make positive change. We want you to be EMPOWERED to create the right club for your own community! Most importantly, don’t forget why you are here.

You can make a difference.