

The Flood Fund Campus Initiative

Prospective Campus Initiative Toolkit

Everything you will need to conduct a successful Flood Fund Campus Initiative.

The Flood Fund
1629 K Street, N.W. Suite 300 Washington, DC 20036

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Welcome!

Dear Campus Leader,

Thanks for your interest in fighting to provide reconstruction and rehabilitation to communities affected by severe floods.. Unlike the United Nations, The Flood Fund is designed to provide greater flexibility in its program selection and execution to ensure that resources move as quickly as possible to help people begin the rebuilding process. No one does this work better than us.

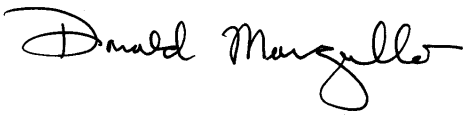
The Flood Fund's purpose is to promote an inclusive, diversified, environmentally conscious and competitive economy that is decentralized and better integrated into the global economy--an economy that harnesses the entrepreneurial spirit of the people to help individuals, families, communities, and enterprises achieve their full potential. Together – with your assistance – we can provide continuous support to those communities needing assistance following severe floods.

We hope you will help us accomplish this mission by joining the ranks of college students around the country who are educating, advocating and fundraising on behalf of The Flood Fund. As a Campus Initiative Club, you will have the opportunity to work in your community and on your campus for our common goals.

This is a responsibility with big impact. As you decide if the campus program is right for you and your group, this toolkit will serve as your guide. You may also use it to prepare your application and to prep your campus for the work ahead. Becoming part of this movement is exciting and rewarding, but we know it is not for everyone. So please review the requirements, guidance documents, and responsibilities of leadership carefully, to enable yourself to make the best decision. We are continually developing supporting relationship through volunteers and corporate partnerships. We are appreciative and proud of their accomplishments. Because of our partnership efforts, The Flood Fund continues to raise funds and introduce thousands of people to The Flood Fund's mission. Together we can change the world through the delivery of "hope with every drop".

Thank you and we look forward to reviewing your application!

Sincerely,



Donald Marzullo
Board Chair

Let's Get Started!

What is The Flood Fund?

The Flood Fund now works in countries around the world – through emergency humanitarian assistance and programs, community reconstruction, and programs that confront global weather changes. Known simply as The Flood Fund, our name invokes our purpose and our mission. Through both broad reach and program focus, The Flood Fund is unique among global organizations.

We have turned innovative ideas into reality time and time again. As a politically neutral non-profit organization, The Flood Fund carries out its mission worldwide. For example, in late 2010 Pakistan experience, one of the largest floods on record the flood engulfed nearly one-fifth of the country and affected an estimated 20 million people. The Flood Fund mobilized to support relief efforts for both immediate relief and post reconstruction. Very recently, record floods have occurred in Australia, Chile and Japan resulting from massive cyclones and tsunamis. Long after the initial turmoil, The Flood Fund continues to mobilize reconstruction, restore communities and revitalize local economies.

The Flood Fund is not just the leadership and staff in its national and chapter offices, but a nationwide movement of volunteers, corporate partners, non-governmental organizations and generous donors across the country – all working together to save lives and rebuild communities. Whether we are at the scene of a flood disaster or on the ground assisting in flood prevention, The Flood Fund is out to make life better for people – "delivering hope with every drop".

What is the Campus Initiative Club?

The Campus Initiative Club is an unincorporated, student-led organization that partners with the U.S. Fund to educate, advocate and fundraise for The Flood Fund's lifesaving work. It is a growing grassroots movement rooted in a belief that high school and college students have a vital role to play in helping people in need. The Campus Initiative Club supports The Flood Fund's worldwide flood relief work. College and high school students have a unique opportunity to engage a broad range of people and resources – from student groups to professors, to international forums – on flood disaster planning and preparedness, survival, and reconstruction.

The Flood Fund Campus Initiative Clubs set up booths on campuses and at festivals to promote flood issues and fundraise, write letters to elected officials and participate in Trick- or-Treat for The Flood Fund campaigns with local elementary schools. The Clubs also produce benefit concerts, host international coffee hours and write campus editorials on The Flood Fund's work.

Few issues are as important as providing local non-governmental organizations with supplemental financial resources to carry out initial emergency relief efforts. This goal can be accomplished – but it will take a lot of hard work. The Flood Fund's Campus

Initiative Club's affirm the power of college students to make a major difference.

What are the functions of the Campus Initiative Clubs?

Each activity of a Campus Initiative Club should fall into one of the following categories: Education, Advocacy, or Fundraising. The strongest and most developed clubs organize around all three categories, but avoid stretching your members too thin.

1. **Education.** This is a key component of The Flood Fund's campus programming. As Campus Clubs, you are expected to educate your members, your campus and your community about The Flood Fund's relief and reconstruction work. You could do this with international dinners, lectures, movies or discussions. Many clubs base their local volunteer work on their interest in issues central to natural disasters, such as flood mitigation and prevention strategies, emergency responses or rehabilitating agriculture and promoting food security following floods. Direct service is a great way to grasp the importance of these issues in the United States and many Campus Initiative Clubs incorporate volunteering into their educational activities.

2. **Advocacy.** There are two types of advocacy important to The Flood Fund's work: educational and political. Educational advocacy includes activities that raise awareness about flood issues. Political advocacy involves communicating with public officials or the general public to affect legislation and public policy. As a non political and non partisan organization, The Flood Fund does not engage in political advocacy. Campus Initiative Clubs are heavily involved in educational advocacy.

3. **Fundraising.** This is a critical component of the Campus Initiative Club work plan and essential to The Flood Fund's global success. Funds may be directed to a particular issue or area of the world, provided The Flood Fund is currently working there. Clubs may hold fundraisers on campus and in the community. There are many resources to help Clubs raise funds for and awareness of The Flood Fund's important work. Funds raised using The Flood Fund Campus Initiative name and logo can only be designated for The Flood Fund programming.

What are the requirements of a Campus Initiative Club?

The most important requirement of the Campus Initiative Club is to uphold the mission and name of The Flood Fund.

Becoming an official Campus Initiative Club is a wonderful way to have an impact on The Flood Fund's worldwide work. However, protecting the name and reputation of The Flood Fund is the responsibility of every group. Please make sure you read, understand and abide by the policies and procedure manual located online at the Volunteer Center (www.thefloodfund.org/volunteer). Important highlights include gaining appropriate permission prior to the use of The Flood Fund logo on flyers, T-shirts, promotional

materials, etc., and fundraising activity expenses not exceeding 10 percent of generated revenue.

Registration

All leaders and members of officially registered Campus Initiative Clubs should be registered as volunteers with The Flood Fund Campus Initiative. Members are required to update their subscription if their email changes. This is to ensure all volunteers have signed the volunteer agreement and that all e-communications with important updates and resources are available to members.

Organizational structure

There are a number of ways that The Flood Fund Campus Initiative Clubs organize their leadership structure. At a minimum, all Clubs should have three founding officers – a President, Vice President, and a Treasurer/Secretary. These positions may not be filled by the same person. See the Appendix for a sample organizational chart that may be helpful in determining the right leadership structure for your group.

Reporting

All The Flood Fund Campus Initiative Clubs are required to submit a Reporting and Reflection Summary at the end of each term (or twice a year if on a quarter system).

This tool is used to report the accomplishments of the Campus Initiative Club, increase the national staff's ability to monitor activity and share best practices, and demonstrate the use and impact of precious resources devoted to the Campus Initiative. The online Reporting and Reflection Summary can be found in the Volunteer Center and is due twice a year (on or before December 31st and May 31st) Failure to submit the summary subjects the Campus Initiative Club to disaffiliation for one year.

Financial accountability

As stewards for flood victims, we believe it is our responsibility to wisely use every dollar received. Ninety-one percent of your contribution goes directly to programs for children (far above par for the field). Organized under the laws of Delaware as a not-for-profit corporation, The Flood Fund is exempt from tax under section 501(c)(3) of the Internal Revenue Code and qualifies for the maximum charitable contribution deduction by donors. The following is a summary of requirements:

1. Clubs must gain student activity or club status through their school and comply with their local requirements.
2. Fundraising (and all activities) must be appropriate to the identity of The Flood Fund and the Campus Initiative.
3. Funds raised for a specific purpose must be used for that purpose.
4. All money raised in the name of The Flood Fund must benefit The Flood Fund. It may not be donated to other charitable causes.
5. The Flood Fund cannot accept donations of material goods for distribution abroad.

6. Campus Initiative Clubs must keep accurate financial records and accurately report these records in the Reporting and Reflection Summary.
7. All donations and acknowledgments should be processed within 30 days.

What are the steps to becoming a Campus Initiative Club?

1. First, determine if there is a need on your campus and in your community for The Flood Fund Campus Initiative.

- Is there already a The Flood Fund Campus Initiative Club working on your campus?
- What is the environment on campus for this kind of student organization?
- Will students and faculty be interested in joining the effort?
- What other groups are working on your campus to provide reconstruction and rehabilitation to communities affected by severe floods.?
- Could you collaborate with another group on campus?

Reflecting on the answers to the preceding questions will help you assess the interest and the need for The Flood Fund Campus Initiative Club at your school. Your group will also have a higher potential for success if you know who else is working on these issues.

2. Determine if the Campus Initiative Club is right for you. There are plenty of ways to volunteer with The Flood Fund and it is important that you understand the expectations and requirements of becoming an official Campus Initiative Club. The Flood Fund Campus Initiative Clubs are expected to have a sustainable and long-term presence on their campus over a number of years. Deciding to apply for a Campus Initiative Club means committing to a long-term relationship with the U.S. Fund. A long term relationship means, ensuring proper leadership and leadership transition. Non-official groups may certainly plan one-time events to benefit The Flood Fund but may not receive the same level of support and access to resources. Please read this toolkit carefully before completing the Campus Initiative Club application. For more help in deciding if an official club is right for you contact volunteer@thefloodfund.org.

3. Identify a core group of interested students. Forming and sustaining a Flood Fund Campus Initiative Club may take a considerable amount of time. Your school administration will want to see a number of students participating and you will need to find others who are interested in founding and sustaining this effort. Including others in the leadership now will allow you reach out to more people and provide diverse perspectives. It will also make the leadership transition easier at the end of your term.

4. Talk to your school administration about the steps to become a recognized group on campus. This can be critical to the success of your The Flood Fund Campus Initiative Club. Support from your school can bring a wealth of knowledge and resources. Additionally, most student groups can access funds to help with their work. Bring your administration into the process early and use them as a resource. This toolkit guides you through The Flood Fund's requirements for campus groups, but it is

extremely important to be aware of, and adhere to, your school's guidelines.

5. Choose an on-campus advisor. All The Flood Fund Campus Initiative Clubs are required to have a campus advisor who is a member of the faculty or staff. Take time to select someone who understands and cares about The Flood Fund's mission and has the time to dedicate to your success. Be prepared to outline your goals for the Campus Initiative Club in the year ahead, and be honest about the level of support you think you will need to get things off the ground. See the appendix for more information about the Campus Initiative Club's advisor position.

6. Educate yourself about The Flood Fund and issues important to communities affected by severe floods. Read about our work on our website www.thefloodfund.org. Whether the obstacle to these communities involves poverty, basic logistics or a combination of these problems, we are most qualified flood disaster relief organization in the world to confront and resolve these difficulties.

7. Complete and submit the Campus Initiative Club application. If you have accomplished steps one through six above and have decided the Campus Initiative Club is right for you and your campus, download the campus application. Save the document as "Application {Your School Name} {Year}," For example, "Application University of Georgia 2011." Kindly submit your thoroughly completed application to volunteer@thefloodfund.org.

8. Begin the second stage of application by preparing your constitution, bylaws, budget, and any potential adjustments to original application. You will receive feedback on your original application within three weeks. If approved, you will move to the second stage of the application process and be asked to submit electronic and hard copies of your Club's constitution, bylaws, year-long budget, and signature agreement page (examples and forms will be sent to you). If denied, you may resubmit your application with the suggested adjustments. A sample constitution is located in the appendix for your reference.

9. Receive the official welcome letter. Congratulations! You are now an officially registered Campus Initiative Club!

Where do I go for help?

Your on-campus advisor

Your on-campus advisor should be able to answer many of the questions you have about starting a new student group on campus. Other great resources on campuses are the Dean of Students, student activities offices, Resident Assistants, service-learning centers and Professors whose areas of interest are related to child survival.

The Volunteer and Community Partnerships Department

In addition to the primary support you receive from your on-campus advisor, the Campus Initiative staff in the Community and Volunteer Partnerships Department is also available to help guide you through the process of founding a The Flood Fund

Campus Initiative. Andrew Weiss, Program Manager for the Campus Initiative, can be reached at aweiss@thefloodfund.org or (202) 495-1241.

Other Flood Fund campus leaders

Visit the Volunteer Center Bulletin Board to learn what other campus volunteers are doing, and post any questions you have about starting your Campus Initiative Club.

What's next?

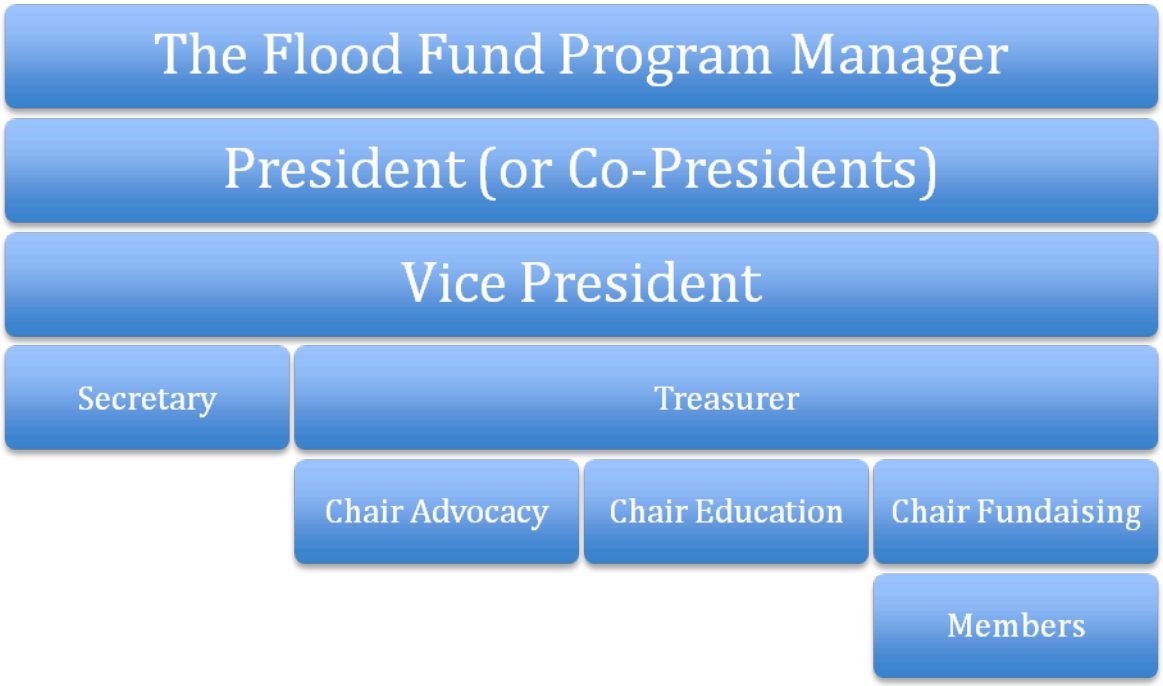
After reading this toolkit, you now understand what it means to be an official Campus Initiative Club. If you have questions about anything in this toolkit, contact our office at 202-495-1241.

Move ahead!

If you have completed the requisite steps and want to move forward with an application, please download it at www.thefloodfund.org/volunteer for submission. See the appendix for a hard copy.

Appendix

Appendix I Sample Organizational Chart for Campus Initiative Clubs



Appendix II

Campus Initiative Club Advisor Position Description

Potential Advisor:

Thank you for considering an advisor's role for The Flood Fund Campus Initiative Club. The Flood Fund Campus Initiative Club is a student-led organization that educates, advocates, and fundraises for the benefit of The Flood Fund in the United States.

One of the requirements of founding a The Flood Fund Campus Initiative Club is to collaborate with an appropriate ally on campus to serve as the on-campus advisor. An advisor can be anyone employed by the school as a member of the faculty, staff or administration. Advisors are essential to the success of the student groups, as they provide consistency and sustainability to the Clubs.

It is important to remember that Campus Initiative Clubs are student-led organizations. Advisors should not serve as the primary contact or leader of the group. They should serve, rather, as a mentor, coach, or guide.

An advisor's role may be defined as follows:

- Meet with student leaders on a monthly –or at least regular – basis.
- Provide interpretation of campus policies and guidance on navigating the schools campus activity environment.
- Provide help with annual planning and goal setting.
- Provide help with event planning.
- Provide guidance and oversight of annual leadership transition.
- Provide help with access to campus and community resources.

Each Club should have one advisor, but should encourage other faculty members, staffers and administrators to be involved with The Flood Fund Campus Initiative.

Appendix III Sample Constitution: University of California Irvine (UCI)

The Flood Fund at University of California Irvine Campus Initiative Constitution

Article I: Club Name

The club name, The Flood Fund at UCI, conveys a group of UCI students coming together to spread awareness about The Flood Fund on their campus. The Flood Fund at UCI does not claim to be an organization created by The Flood Fund, or UCI. It is a registered student-run organization at UCI and a registered Campus Initiative Club. All Campus Initiative Clubs are recognized by The Flood Fund as clubs founded and run by college and university students at their respective institutions to contribute to the work of The Flood Fund.

Article II: Purpose

The Flood Fund at UCI works to achieve three main goals: engage in community service that benefits communities locally and internationally, spread awareness of The Flood Fund's work and global issues affecting reconstruction and rehabilitation to communities affected by severe floods, and fundraise to support The Flood Fund's aid programs.

Article III: Structure

To fulfill its goals, The Flood Fund at UCI is divided into three committees: Community Service Committee, Awareness and Publicity Committee, and Fundraising Committee. The President and Vice President lead and manage the Club while the Chair of Community Service, Chair of Awareness and Publicity, and Chair of Fundraising oversee their respective committees. Quarterly themes should be created to promote focus and organization within the club. Events and activities should have relevance to the theme of the quarter.

Article IV: Officer Positions and Responsibilities

President*: Lead The Flood Fund at UCI by be being very active in all events; plan and run the general and officer meetings; oversee the committees; delegate responsibilities to other officers and members; manage the club e-mail and mailing-list accounts; track and communicate with new and continuing members; make room reservations; delegate himself/herself or another officer to maintain the club website and maintain its content; manage the club financial account; attend all required workshops; check club mail box in the Office of the Dean of Students weekly; keep constitution updated; keep President's manual updated; collaborate with other organizations and clubs; communicate regularly with the faculty advisor and The Flood Fund Campus Initiative representative.

Vice President: Be very active in all events; assist the Club President in planning the officer meeting agendas; oversee the committees; manage the club email and mailing-list accounts; e-mail mailing-list weekly about upcoming events and meetings; track and communicate with new and continuing members; make room reservations; assist President in managing the Club financial account; keep minutes of officer meetings; create and update a calendar of events; keep Vice President's manual updated; run meetings and undertake relevant actions in the absence of the President.

Chair of Community Service: Lead the Community Service Committee; be very active in all community service and major club events; organize at least three different community service projects per quarter relating to the theme; collaborate with other organizations and clubs; create activities to do with local children; provide a summary of committee activities via e-mail to the President and Vice President after each general meeting; complete Event Log for each community service event; keep officer manual updated.

Chair of Awareness and Publicity: Lead the Awareness and Publicity Committee; very active in all awareness and publicity activities and major club events; organize at least one campus-wide awareness and publicity event per quarter; recruit new members; make and set up posters announcing meetings and events; publicize events in campus media; create presentations to educate the club about local and global issues related to the quarterly theme; collaborate with other organizations and clubs; provide a summary of committee activities via email to the President and Vice President after each general meeting; complete Event Log for each awareness and publicity event; keep officer manual updated.

Chair of Fundraising: Lead the Fundraising Committee; be very active in all fundraisers and major club events; organize at least three fundraisers per quarter; make contacts for donations; apply for campus funding (ASUCI, Volunteer Center, etc.); assist President and Vice President in managing club financial account; provide a summary of committee activities via e-mail to the President and Vice President after each general meeting; complete Event Log for each fundraiser; keep officer manual updated.

* In addition to these responsibilities during the academic year, the newly elected President must fulfill the following summer duties:
Summer Officer Transitions: The newly elected President must sign the Summer Officer Transition Form in the Office of the Dean of Students by the end of June to be authorized to make room reservations and manage the club financial account. The President must also print the names of newly elected officers on the form and ensure that each officer signs it by the end of June.

On-Campus Reservations:
Welcome Week Reservations: In the beginning of June, the President must visit the UCI Scheduling Office to make reservations for Welcome Week tabling spaces. For Monday of Welcome Week (Anteater BBQ event in Aldrich Park), the President must reserve a space next to the food tables or performance stage. For Tuesday through Friday, a space near Langson Library or the administration building must be reserved.

Room Reservations: The President must visit the UCI Scheduling Office by mid-June to place a tentative room reservation for meetings during Fall Quarter. The meeting room needs to be reserved for all ten weeks of the quarter for at least one hour per week. The room must have a computer. In early September, the President must confirm the meeting room reservation at the UCI Scheduling Office and sign the appropriate forms.

Annual Club Re-Registration: By the end of September, the President must complete the annual club re-registration forms in the Office of the Dean of Students.

Club E-mail and Mailing List Account: Throughout the summer, the President must maintain the club e-mail and mailing list account. Both accounts must be renewed online during Welcome Week via the Dean of Students homepage for UCI clubs.

Article V: Officer Terms, Conditions, Elections, and Impeachment

Officer Terms

There may be Co-Presidents, Co-Vice Presidents, and Co-Chairs in any given academic year. There shall not be more than two persons occupying an officer position. A person cannot hold more than one officer position in any given academic year. All officers are responsible for fulfilling their respective officer duties for all three quarters of the academic year upholding ethical behavior and professional conduct, and abiding by the rules and regulations set forth in the most up-to-date UCI club re-registration document. An officer's term officially starts in September of the year he/she will hold the position and officially ends in June of that academic year.

Officer Conditions

Should an officer be absent for one quarter due to reasons deemed excusable by the rest of the officer board (e.g. studying abroad), he/she may be granted On Leave Status (OLS) for that particular quarter and may resume his/her responsibilities upon returning. During the absence, a fellow officer shall temporarily fill in. Should an officer be absent for longer than a quarter, he/she may lose his/her position; the decision to withdraw an officer on the basis of an absence lasting for more than one quarter shall be up to the discretion of the rest of the officer board.

Elections

To be eligible for an officer position, all persons interested must have been an active club member (defined as participation in most of the club events and general meetings) for at least one quarter. All eligible persons interested must submit an officer application form by the end of the ninth week of Winter Quarter and must undergo an interview with all current officers that shall take place between the ninth week of Winter Quarter and the second week of Spring Quarter. Should a current officer chose to rerun or run for a different position, he/she must also submit an officer application form by the end of the ninth week of Winter Quarter and must also undergo the same interview provided to new applicants. Current officers interested in rerunning or running for a different position shall not be allowed to vote for themselves or be involved in the interview process of the position they would like to assume. To be eligible for Presidency, a person must have served as a club officer for at least one year. By the end of the second week of Spring Quarter, a team of officers for the following academic year shall be elected by the officer/ board using the principle of majority rule. During the remainder of Spring Quarter, the new officers shall attend all officer meetings and train for their new positions.

Off-time elections shall only take place when an officer position becomes unfilled or

there is a need to induct a co-officer. Implementation of an off-time election shall be up to the discretion of the officer board; however, all eligible persons shall still be required to submit an officer application and undergo the interview process. Off-time elections can only take place during Fall and Winter Quarter.

Conflict and Impeachment

If there are conflicts/problems within the officer board at any given time, the Rules of Order should be implemented for a peaceful resolution. When meetings to resolve the conflicts/problems are called for, full and timely attendance is required of every officer.

The decision to impeach an officer on the basis of misconduct shall be up to the discretion of the officer board; misconduct includes, but shall not be limited to, stealing from/during club fundraising or events, stealing from the club financial account, using club funds inappropriately, falsifying the club financial logbook, disrespecting fellow officers or club members, damaging the reputation of The Flood Fund, evading officer responsibilities, and breaking one or more of the rules and regulations set forth in the most up to date UCI club re-registration document.

The impeachment process is as follows: first, all current officers, including the defendant officer, must agree on a date and time for a meeting (full and timely attendance is required of every officer for that meeting); second, the meeting must operate according to the Rules of Order and shall begin with one officer initiating a motion to question and discuss the defendant officer regarding his/her misconduct (at least one other officer must move to second the motion); third, the defendant officer must respond to all questioning and discussion; fourth, the defendant officer shall provide his/her final statements before exiting the room to allow for a closed voting session among the rest of the officers; fifth, one officer shall call for a motion to vote to impeach the defendant officer and at least one other officer must move to second the motion; finally, a closed voting session shall take place and the result shall be formally announced to the defendant officer once he/she is called back into the room.

Article VI: Membership and Recruitment

All UCI students, staff and faculty are welcome to join The Flood Fund at UCI. Club membership shall not be denied to any individual on the basis of age, sex, ethnicity, national origin, religion, or disability. Non-university community residents can be club participants as "Associate Members", but cannot vote or be an officer.

Members are highly encouraged to attend all general meetings, join a committee, and participate in club events. Although members are not required to remain in one committee for an entire year, they are expected to stay within a committee for the whole quarter before joining another one the following quarter.

Members will be recruited during Welcome Week of Fall Quarter and the first week of the Winter and Spring Quarters. Flyers, announcements in classes, and tabling shall be used for recruitment. New members may join at any time throughout the quarter.

Article VII: General and Officer Meetings

There shall be four general meetings per quarter and the meetings shall take place during every even week of the quarter, excluding the tenth week. General meetings shall not last less than thirty minutes and shall not run for more than one and one half hours. Each general meeting agenda shall entail an interactive educational activity for all members to participate in, a presentation or video, a description of upcoming events, and committee meetings. The officer board shall hold officer meetings as reasonably necessary to ensure the success of the club. All officers must be present at each officer and general meeting; granting excused absences shall be up to the discretion of the rest of the officer board. General and officer meetings shall be conducted in a semi-formal manner. They shall be run according to a pre-established agenda. All officers and members shall at all times be recognized to speak.

Article VIII: Financial Account

The names of the President, Vice President, and Chair of Fundraising shall appear in the most up-to-date UCI club re-registration document. A fourth club signer is optional, but the person designated must be a current officer. Only those officers whose names and signatures appear in the club re-registration document shall have permission to access the club financial account. Only the President, Vice President, and Chair of Fundraising can deposit money and checks, and only the President and Vice President can withdraw money for donations and reimbursements.

The club financial account shall be used to hold all funds raised for The Flood Fund donations and club expenses. All club financial activities shall be tracked using the club financial logbook. The logbook shall be maintained by the President and Vice President, and may be reviewed by any current officer at any time upon request. Donations, reimbursements, and club spending must be approved by more than half of the officer board. Should the club become defunct, all remaining funds in the club financial account must be donated to The Flood Fund within one month of the termination of the club.
Article IX: Amendments and Ratification

Amendments to the Constitution shall be made by the officer board through the principle of majority rule. An amendment must be approved by more than half of the officer board in order to be ratified.

Appendix V

Application Instructions

Please complete this application to the best of your ability. You may use extra pages as necessary. Save this document as "Application {Your School Name} {Year}" (as in "Application University of California, Berkeley 2009". Kindly submit your thoroughly completed application to volunteer@TheFloodFundUSA.org.

You will receive feedback on your original application within one (you said three in the application process above. One or three?) weeks. If approved, you will move into stage two of the application process and be asked to submit electronic and hard copies of your organization's constitution, bylaws, yearlong budget, and signature agreement page. If returned, you may resubmit your application with the suggested adjustments.

Campus Initiative Club Application

Contact Information

- Name of University (as it will appear on the website):
- Official name of your Campus Club (as it will appear on the website):
- Primary Student Officer Contact-
    - Name:
    - Current Address:
    - Telephone:
    - Cell phone number:
    - E-mail at School:
    - Permanent E-mail:
    - Year in School:
    - Estimated graduation month/year:
    - Permanent Address:
- Contact Information for other Founding Officers: (Names, phone numbers, emails, years in school)
- Campus Initiative Advisor-
    - Name:
    - Campus Position:
    - Address: Telephone:
    - Cell Phone:
    - E-mail:
- Local website (if applicable):
- Group listserv or e-mail (if applicable):

Application Questions

Please feel free to provide responses on a separate document, but application questions should not to exceed 3-5 pages. Note: It is expected that the plans outlined in this application may shift with time depending on campus environment, group successes, and challenges.

University Environment-

Please describe your school (for example; size, location, and student demographics) and the level of student engagement on your campus.

- Why is The Flood Fund Campus Initiative needed on your campus? In addition, what would set The Flood Fund Campus Initiative apart from other groups on campus?
- Provide a summary of the official campus club registration process on campus and where your prospective The Flood Fund Club is in the process:
- Describe your relationship with your advisor? (for example; number of meetings, agreed upon role, help you have received thus far, etc)

Membership and Activities –

- What is your target number of members the first year, and what ideas and plans do you have for recruiting members?
- What is your proposed leadership structure and how will you encourage the engagement of members?
- How will you structure membership meetings (key components, frequency and length)?
- The mission of The Flood Fund Campus Initiative Club is education (including direct service), advocacy, and fundraising on behalf of The Flood Fund. What activities do you propose that your group does to accomplish this mission?

Personal / Commitment

- Why would you like to found a The Flood Fund Campus Initiative Club on your campus, and what leadership skills do the founding officers possess to make it successful?
- How much time do you expect to designate to the founding of this group? Is that realistic for your schedule?

Please Check:

[ ] I have read the Prospective Flood Fund Campus Initiative Toolkit.

Signature_____ Date _____

(Electronic signature is acceptable for this document)

Please send this completed application to volunteer@thefloodfundusa.org.