An Advisor’s Guide to Starting
A Red Cross Youth Club
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American Red Cross Youth Vision Statement

The American Red Cross will provide the premier environment for youth and young adults to learn, practice and exemplify humanitarian values.

The American Red Cross was founded by a teacher, Clara Barton, more than one hundred years ago to ease human suffering. It grew into a large, national and international organization—an organization devoted to saving lives, responding to emergencies and developing youth leadership in peacetime as well as in wartime.

In 1917, during World War I, President Woodrow Wilson sanctioned a Red Cross initiative to involve all American children in the activities of the Red Cross. That involvement has continued uninterrupted in towns and cities across the nation ever since. As President Wilson stated in a September 15, 1917, letter to the school children of the United States:

“…the Red Cross will bring you opportunities of service to your community and to other communities all over the world…. And best of all, more perfectly than through any of your other school lessons, you will learn by doing those kind things under your teacher’s direction to be future good citizens of this great country…. And I recommend to all school teachers in the country the simple plan that the American Red Cross has worked out to provide your cooperation, knowing as I do that school children will give their best service under the direct guidance and instruction of their teachers.”

Woodrow Wilson’s words are still relevant today, even though they were written during World War I. We still need the guidance of dedicated education
professionals to inspire our young people to volunteer to save lives and develop into leaders in their schools, communities and the world. For the youth of our nation are our present and our future.

As educators, you know that. That's why we are asking you to help build and advisor a Red Cross club in your school. You are the experts, the motivators and the suppliers of information and knowledge. As dedicated educators, you are the role models for prospective young members. They will see the process of saving lives, and the satisfaction of those who receive and those who give. And in the process of giving, you will be teaching the skills and responsibilities of leadership and service to a new generation.
How Much Do You Know about the American Red Cross?

Did you know?

In the past year alone, the American Red Cross:

- Provided almost half the nation’s blood supply.
- Trained more than 11 million people in vital lifesaving skills.
- Provided direct health services to 2 million people.
- Assisted victims of natural and human-made disasters and victims of armed conflict around the world.
- Helped an estimated 615,000 military families worldwide.
- Supported Red Cross clubs with thousands of members in elementary, middle and high schools and on college campuses throughout the nation.

Our Mission

The American Red Cross is a humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. It does this through services that are guided by its congressional charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement.

Our Fundamental Principles

1. **Humanity** - The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors in its international and national capacity to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace among all peoples.
2. **Impartiality** - It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

3. **Neutrality** - In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

4. **Independence** - The Movement is independent. The national societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

5. **Voluntary Service** - It is a voluntary relief movement not prompted in any manner by desire for gain.

6. **Unity** - There can be only one Red Cross or one Red Crescent society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

7. **Universality** - The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

**Our Services**

Today, the American Red Cross is the largest humanitarian organization in the United States. Its more than 1.2 million volunteers and more than 32,000 paid staff provide an array of domestic and international emergency related services.

The American Red Cross national headquarters is located in Washington, D.C., but the organization is prepared to join with people throughout the nation at a local and national level so that, “Together, we can save a life.” For more information about the American Red Cross, please contact your local unit or visit [www.redcross.org](http://www.redcross.org).
What Is a Red Cross School Club?

American Red Cross school clubs are school-based service groups that help the Red Cross fulfill its humanitarian mission. Working closely with the local Red Cross unit, club members participate in Red Cross service projects that impact their community and the world. Student members will discover many new opportunities for self-development and be encouraged to choose activities that will most effectively fulfill their community’s greatest needs. Red Cross school clubs are a team effort, where Red Cross units, schools and students all work together to make their communities and the world a better place, and where young people develop leadership skills.

Why Advise a Red Cross Club?

A few possible reasons include:

- Because the most important resource of our nation is its young people and their educators
- Because you are committed to saving and improving lives
- Because you are committed to encouraging volunteerism in your students
- Because you are dedicated to building leaders for your school, community and nation

Knowing how to read, write, solve a mathematical equation or understand a foreign language is important. But it is only a beginning. As educators, you help shape young minds so they can become the best people they can be.

The Red Cross can open the door to a world of opportunities for the young people you teach and lead through the programs and activities that can be
introduced within the structure of a Red Cross school club. But they need your support and leadership to oversee these programs. Are you willing?

**We believe nobody can do it better.**

You:
- Understand teens.
- Understand peer relationships.
- Can motivate students to reach their full potential.
- Know best the capabilities of your students to carry out projects.
- Know how to introduce new skills.
- Know how to develop teamwork.
- Care about improving and saving the lives of your students, their families and those in trouble or in need of aid.

Many schools have instituted a program of service learning to develop leadership and community involvement. Is this kind of service required for high school graduation in your school?

If so, a Red Cross club would help your students fulfill these requirements. Your local American Red Cross unit can tell you more about the benefits of a Red Cross school club.
Role of a Club Advisor

Your students are always observing you. They see you interacting with other students and notice what you do and how you do it. If you are caring, generous and committed, they can learn that from you. We hope that you will show them that:

- You value volunteerism.
- You want them to participate in activities that give them a sense of accomplishment.
- You provide hands-on leadership experiences.
- You respect and understand their peer relationships.
- You understand intergenerational relationships.
- You value their leadership potential.
- You understand that teens can have fun while serving their school and community.

Responsibilities of an Advisor

The advisor is the adult leader of the club. Whether you were appointed or volunteered for this assignment, you are a significant link between the needs of others and the young people who can answer those needs through the American Red Cross. Club advisors guide young people in making the activities a meaningful part of their lives. Your enthusiasm and interest is essential to ensuring a successful experience for club members.

At all times, the ultimate goal of the American Red Cross is to save lives. Within that tenet, your chief responsibility as a Red Cross club advisor is to keep activities focused on helping the local Red Cross unit fulfill its mission and meet the needs of the community. Your local unit will be your partner and resource. Stay in touch.
with the people in the unit and advise them of activities and successes or issues and problems.

**As a Red Cross Club Advisor, You Will:**

1. Serve as a liaison between the local American Red Cross unit and your school.
2. Supervise student club leaders as they establish guidelines for club operation and election process.
3. Work with the local Red Cross unit to ensure that all club members complete and hand in all required participation forms such as the “Bay Area Red Cross Service Agreement” form.
4. Guide the members of your club in the planning and implementation of community service projects, giving all a chance to serve.
5. Keep your students safe and motivated in club activities on- and off-site. Require all members under the age of 18 to get a permission slip signed.
6. Ensure that your principal, fellow faculty and members of the local board of education (if applicable) are informed of your group’s volunteer efforts and outcomes.
7. Recruit other faculty members and parents to help with community service activities.
8. Lead the ongoing evaluation of club management and performance, filling out activity reports and keeping records, as appropriate.
9. Inform members of Red Cross courses that may be offered at other sites. These courses can include swimming, lifesaving, CPR, first aid, preparation for disaster and others.
10. In school settings, help interested teachers tie Red Cross programs and activities to the school curriculum.
Where Do You Start?

Now that you know about the Red Cross’ mission and what you will be doing as a club advisor, what do you do now? The following pages will give you some helpful tips on how to assist members with logistics and club operations.

Register the Club

On most campuses, before a Red Cross club can officially operate or be recognized, they must register with the school. Many college campuses have offices designated specifically for overseeing clubs. High schools usually have a point person in the administration. Make sure your members follow their campus’ rules for registering a club. This may include attending orientation meetings and officer trainings.

Make sure your members complete the “Bay Area Red Cross Service Agreement”, which can be found in the appendix of this handbook, and give it to you for you to sign and return to the Youth Services Department.

In addition, make sure your members write a constitution for their club. An example constitution is included in their handbook. It is important to get this done early because many campuses require a constitution before the club can be officially recognized.

Meeting Rooms

It is important as soon as possible to secure a location to have meetings. It will likely be easy for high school members to secure a classroom to meet in but may be more difficult for students on college campuses. Make sure your members find out how to reserve rooms. Often, room reservations become available in the summer. Suggest that your officers try to reserve the same room for each meeting. It will make easy for members to remember and will promote a sense of stability.
Promote Your Club!

Before trying to promote the club to the general student population, sit down with your members and discuss methods on how to do this. Below are some ideas for recruitment projects.

**Facebook**

The first and easiest way to recruit members is to utilize the Red Cross Facebook group. Have your existing officers join the Facebook group and add their friends. From the Facebook group, officers can announce events to members. If you don’t have one already, you should sign up for a Facebook account. If you have trouble using Facebook, one of your officers can probably help you.

Our Facebook page’s official name is “American Red Cross Bay Area Youth Services”. The page can be accessed by typing the official name into Facebook’s search field.

**Flyers**

Besides Facebook, posting flyers can be the most important part in recruiting members. Visibility is key to a successful club. If your campus permits it, suggest your members post flyers around campus during the first few weeks of school. If this isn’t allowed, have your members research locations to post and distribute flyers such as on bulletin boards or pass them out during class.

Make sure your members design an effective flyer that catches the eye. Require the flyer to include contact information such as a phone number, website address or email address and announces the first meeting’s time and date. The flyer may be the first and only contact the general student population
has with your club before the first meeting, so it is important to include the first meeting time and date.

In addition, all flyers must meet the Red Cross’ brand standards. This means that any flyer printed using the Red Cross’ name must follow certain rules in regards to font, placement and logo alteration. Information about brand standards can be found in the appendix of this handbook.

**Tabling**

If your campus allows it, tabling is another effective way to recruit members. Many college campuses have “Rush Week” where all student organizations set up tables to recruit members. Try to table during hours when the most people are on campus in locations heavily walked by. Assist your members in obtaining a banner from the Youth Services Department to hang on the front of the table.

Having candy available is a great way to attract people to visit the table. Be sure your members design and print small flyers which interested students can take which announce the date of your first meeting. In addition, suggest there be an email sign up sheet on the table where interested members can sign up to receive emails reminding them about the first meeting. Sample flyers, small flyers and an email sign up sheet are included in the student handbook.

**Other Recruitment Methods**

Other ways to recruit members include putting ads in the school’s newspaper, announcing it over the PA system and short class presentations.

If you are on a college campus, don’t forget about targeting the dorms and freshman population. They are the ones that will carry on the club for years to come.

*And remember, all of these recruitment methods should be used sporadically throughout the year. The beginning of the school year is not the only time to recruit members. Recruitment should always be a goal of the club!*

*For more recruitment resources, please visit www.redcrossyouth.org.*
The First Meeting

Plan Ahead

The club’s first meeting is very important. It is your members’ first chance to introduce the club to prospective members. Sit down with your officers at least a week before your first meeting and discuss your first meeting’s goals and upcoming activity ideas. It is important agree on a few events that everyone wants to work on because it will give prospective members something to look forward too.

Have your officers discuss who will say what during the first meeting. In addition, suggest they create and print an agenda to give to all attendees. It might be a good idea to include upcoming events and tentative dates. A printed agenda will give prospective members a place to write down notes and will serve as a physical reminder about upcoming events.

Have your officers discuss all other possible meeting activities such as an ice breaker activity, trivia game or collecting membership applications.

Refreshments

Discuss having food at your first meeting such as pizza and soda. Everyone loves free food and it will increase attendance if announced it though flyers or emails beforehand.

Get Members to Return

One goal of the first meeting is to try to get students to come back to the second meeting. This is often hard to do so don’t feel bad if everyone doesn’t return.

An effective way to get members to return is to have members sign up to help with an upcoming event. Encourage your officers to pass around sign up sheets for each upcoming event they announce. If prospective members sign up, they will be more likely to come back and follow though with their commitment.
Member Retention

A problem every organization faces is losing members over time. While sometimes this cannot be prevented, there are steps you can take to try to retain as many members as possible.

Communication is important. Encourage your officers to pass out and collect “Youth Club Membership Information” forms to new members at each meeting. You can use the information gathered on these forms to send out emails to remind members of upcoming events and opportunities. This is especially important if a club member misses a meeting.

Personal contact with each member is also important as well. As the advisor, you should encourage students to participate during club meetings. Ask for students input on particular issues and encourage them to share ideas.

It is also a good idea to encourage your officers and members to reach out and introduce themselves to new students who attend a meeting for the first time. The new students will feel more comfortable participating in a setting where initially they may have not known anyone. A personal touch can go a long way in encouraging new members to return.

In addition, encourage your members to have fun! While the main goal of the club is furthering the Red Cross' mission, there is nothing wrong with fun social events. Events such as movie nights at a movie theater off campus, going to a local baseball game and gathering at someone’s house or dorm to make banners and eat pizza are great events for strengthening bonds between members.

For more retention resources, please review the student handbook.
Activities Though the Year

There are lots of activities your club can organize throughout the year such as fundraisers, blood drives and informational events. When planning activities, sit down with your officers or the planning committee and try to get them all to commit to a portion of the activity. As an advisor, you should oversee but not completely run events. Be sure to remind officers about event elements they might overlook.

In addition, make sure that your members attend Red Cross orientations so that they may familiarize themselves and learn about the Red Cross and its mission. Help your members learn about training dates and times and encourage them to organize transportation for members wanting to attend.

Fundraising and Off Campus Events

Remember, before any fundraising activity can be done, you must sign off on a ‘Request for Fundraising Approval’ form and a “Fundraising Activity/Event Budget Worksheet”. Before any fundraising occurs, these two forms must be completed by your members, signed by you and then approved by your Red Cross’ Youth Services department. These forms can be found in the appendix of this handbook.

If any club events occur off campus, you and other volunteer chaperones must complete an “American Red Cross Chaperone Agreement Form” and return it to the Youth Services department at least two weeks prior to the event. The form can be found in the appendix of this handbook.

In addition, all students under the age of 18 who attend an event off campus must get a permission slip signed. The “Parental Consent Form for Youth Volunteers” form can be found in the appendix of this handbook.
Going Beyond the Traditional Advisor Role

Here are some ideas for additional things you can do to increase your students’ involvement, investment and satisfaction in club activities.

- Encourage creative service activities.
- Empower the members to carry out their school and community service programs by teaching them how to budget, schedule, record and publicize their achievements.
- Contact your local union representative to get support and editorial coverage in your union newspaper. Editors are always looking for stories.
- Using your local unit as a resource, familiarize yourself with Red Cross print, video and speaker resources.
- Enhance your club’s service delivery and outreach capabilities by engaging in community service projects with other youth groups, such as Key Club International, the National Honor Society or the Technology Student Association.
- Convince your colleagues to support club activities and point out elements of service learning that would fit into their curriculum.

Consider learning more about:

- Preparation for disaster
- Coping with disaster
- HIV/AIDS education
- Youth serving the elderly, the very young, low income, disabled, English as a second language and homeless.

Consider becoming certified as a Red Cross Instructor of:

- First Aid
- Swimming
- Lifeguard Training
- Water Emergency Safety
- Babysitting
- Adult, Infant and Child CPR
- Community CPR
- Disaster Services Courses
- Preparedness Instructor
Creating a Budget and Submitting Money to the Red Cross

All clubs should create a budget. Sit down with your officers and discuss what they want to spend money on during the year. This is also a good time to brainstorm for more activities for the year. Discuss fundraising options and help your officers think of unique ways to raise money.

Please review the student handbook for many fundraising ideas with step-by-step instructions.

The Red Cross prefers that student clubs submit all money earned from fundraising to the Youth Services department. The department will create a bank account specifically for your club and the club may request balance reports at any time. Please contact the department for more details.
Final Words

Thank You!

Thanks for helping us save lives and develop young leadership. We at the American Red Cross appreciate that you were willing to be the catalyst that brought us all together—your student club members, local Red Cross professionals and those in need in the community.

You encouraged your students to take classes that have prepared them to save lives in local emergencies and unforeseen disasters. You guided your club members and helped them mature into fine young men and women with the highest humanitarian principals.

Next year, new members will join your Red Cross school club. They will need you, your enthusiasm and dedication. So does the American Red Cross. We hope you will continue in your role as a school club advisor.

For, as President Woodrow Wilson said so many years ago, “school children will give their best service under the direct guidance and instruction of their teachers.”
Service Agreement

Bay Area Chapter American Red Cross and

__________________________________________
(name of school)

We, the American Red Cross Bay Area Chapter, propose to:

- Provide an American Red Cross orientation to club members once a year.
- Provide technical guidance throughout the school year via monthly meetings, newsletters, and email.
- Provide information regarding volunteer and training opportunities.
- Record annual volunteer hour totals for each active member.

We, the American Red Cross _____________________________
(name of school) Club, propose to:

- Designate one (1) adult supervisor to oversee the club’s activities and meetings.
- Require all members to attend a scheduled American Red Cross Orientation.
- Complete an American Red Cross Membership Application form and Code of Conduct for each active member.
- Elect officers for the club.
- Provide a monthly report on club events and meetings through email to the American Red Cross Bay Area Youth Services.
- Submit upcoming fundraising activities one month in advance for approval.
- Promote American Red Cross activities and training to members including Community Preparedness Services, Disaster Services, and Youth Services.
- Perform at least three service or fundraising projects throughout the year.

__________________________________________ (name of school) agrees to enter into this agreement with the American Red Cross during the 2004-2005 school year. Agreements are renewable on a yearly basis and are contingent upon the completion of the above name criteria.

_________________________     ___________
Signed                                   Date

_________________________     ___________
Signed                                   Date

__________________________
Print Name
Club Advisor

__________________________
Print Name
Red Cross Youth Services Coordinator

Address: _______________________________
_____________________________________

Phone Number: _______________________

Email: _______________________________
Request for Fundraising Approval Instructions

All club fundraising activities require prior approval from the Youth Services Department. This will help to provide a coordinated and centralized point of contact for all school’s fundraising events and activities.

A fundraising activity is ANY event that involves solicitation of funds to benefit the American Red Cross or your club, whether for disaster relief or for the club. This includes any campaigns, mailings, parties, or events that target individuals, companies or organizations for financial contributions. When in doubt ask!

Procedures:

1. Complete a ‘Request for Fundraising Approval” form – Submit this completed form at least 4 weeks prior to activity to the Youth Services Department.

2. Complete a “Fundraising Activity/Event Budget Worksheet” – Submit this completed form along with the “Request for Fundraising” form. This form should include revenue and expense projections. Authorization will not be given if an approved budget is not attached to the request.

   You can fax both forms to Alissa May, the Youth Services coordinator, at 415-427-8022 (fax) or scan and email them to mayal@usa.redcross.org.

3. The Youth Services department will approve and sign the Fundraising Approval form along with the Budget.

4. The original signed and approved form is stamped “Approved” and returned to the sender within ten days or you will be notified by email that your idea has been approved.
Request for Fundraising Approval

Directions: Please complete and submit this form to Youth Services at least four weeks prior to the proposed fundraising activity. Approval for the activity will be a signed copy of this request returned to you within ten days of receipt or you will be notified by email. Approval for this activity must be received prior to activity.

Today's date: ______________ Date(s) of proposed activity: ______________________
Name of proposed activity: ________________________________________________
Location of activity: _______________________________________________________
Club name & contact information (email, phone, address): ______________________

Briefly describe the proposed fundraising activity. What is the purpose of the activity? What techniques will be used? (Attach an additional sheet if necessary)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Who is responsible for organizing the proposed activity? Please list name, email, and phone number.

____________________________________________________________________________

What is the fundraising goal for the proposed activity? ____________ (Attach a copy of the Fund Raising Activity/Event Budget Worksheet. Authorization will not be given if an approved budget is not attached to the request.)

I certify that the information provided above accurately reflects the fund raising intent described.

Signature:_________________________________________ Date:_______________________

Club Advisor’s Signature:_____________________________ Date:_____________________

Print Name of Club Advisor: __________________________ Advisor's Phone ____________

Official Use Only

Approved by: ___________________________________________ Date: ________________

Fax this form to 415-427-8022 or email it to mayal@usa.redcross.org
# Fundraising Activity/Event Budget Worksheet

Name of proposed activity: ________________________________________________

Date(s) of proposed activity: _________________

Club name & contact information (email, phone, address) : _________________

<table>
<thead>
<tr>
<th>REVENUE</th>
<th></th>
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<tbody>
<tr>
<td>Ticket Sales ($____ per ticket)</td>
<td></td>
</tr>
<tr>
<td>Sponsorships/Underwriting</td>
<td></td>
</tr>
<tr>
<td>Raffle Ticket Sales</td>
<td></td>
</tr>
<tr>
<td>Straight Contributions</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECTED REVENUE</strong></td>
<td>$</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
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<tbody>
<tr>
<td>Venue (site rental)</td>
<td></td>
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<tr>
<td>Music/Band/Entertainment</td>
<td></td>
</tr>
<tr>
<td>Catering/Food</td>
<td></td>
</tr>
<tr>
<td>Beverages</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
</tr>
<tr>
<td>Equipment Rental (helium tank, bbq grill, etc.)</td>
<td></td>
</tr>
<tr>
<td>Photographs (photographer, film, developing, prints)</td>
<td></td>
</tr>
<tr>
<td>Parking (valet)</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Invitations (printing)</td>
<td></td>
</tr>
<tr>
<td>Postage (invitations, flyers, publicity)</td>
<td></td>
</tr>
<tr>
<td>Programs (printing, copying)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous (please define)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECTED EXPENSES</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

| EXPENSE RATIO (expenses divided by revenue)   |       |
| PROJECTED NET INCOME                         | $     |

Fax this form to 415-427-8022 or email it to mayal@usa.redcross.org
Youth Service Day
Parental Consent Form for Minor Youth Volunteers

First and Last Name of Youth Volunteer ________________________________
Preferred Name: ________________________
Age: ______________
Event: ___________________________________________________________
Location of Event: ________________________________________________
Date of Event: ________________________________________________
Time of Event: ______________

I hereby give my consent for my minor child, ____________________________, to volunteer with the American Red Cross at Chapter activities and to represent the ______________________ Chapter at Red Cross activities outside of the Chapter in the company of an adult chaperone or supervisor designated by the American Red Cross.

I hereby agree to release and hold harmless the American Red Cross and its agents, employees and representatives from liability of any kind in connection with any loss, damage or expense suffered or incurred by the above named youth volunteer or by myself as the result of any act or failure to act, intentional or unintentional, by (1) any person who is not an agent, employee or representative of the American Red Cross or (2) any other event participant.

I also authorize the American Red Cross and its agents or employees into whose care the youth volunteer has been entrusted to consent to any X-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care to be rendered to the youth volunteer under the general or special supervision and upon the advice of a licensed physician, surgeon or dentist, as appropriate.

Signature of parent or guardian: ________________________________ Date: ______________
Name of parent or guardian (please print): ___________________________

Address: _______________________________________________________
City: ____________________________
Zip: __________
Daytime Telephone: (__)______________ Evening Telephone: (__)______________
Emergency Contact: _____________________________________________
(Relationship) ______________________________
Daytime Telephone: (__)______________ Evening Telephone: (__)______________
Parental Photo Consent

Permission is hereby granted to the American Red Cross to use the photographs and quotations of my son/daughter to assist in community awareness, educational efforts, and related public relations purposes that may include website, internet, digital, and print media from Red Cross events and activities.

Signature of parent or guardian: ________________________________ Date: __________________

Name of parent or guardian (please print): ________________________________

Address: ____________________________________________

City: ________________________________

Zip: ______

Daytime Telephone: (___) _____________ Evening Telephone: (___) _____________
Fundraising Event Reflection Worksheet

Complete this worksheet after each fundraiser the club finishes!

Steps to take during and after your event:

1. Take photos during your event.
2. Write a story about your event to be featured in our Cross Talk newsletter.
3. Turn in any money raised into the Youth Services Department.
4. Post photos and a summary about your event on the “American Red Cross Bay Area Youth Services” Facebook page.
5. Fax the completed sheets to 415-427-8022 or email it to mayal@usa.redcross.org

Event Information

Event Title: ________________________________________________________
Event Date: ____________________
Club Name & Contact Information: ______________________________________
Amount of Money Raised: $ ____________________

Cross Talk Newsletter

Please write a detailed story about your event. Include who, what, where, when and how elements when writing your story. Include any memorable moments or happy surprises. Feel free to type your story and attach it or write it here:

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

________________________________________________________________________

Fax this form to 415-427-8022 or email it to mayal@usa.redcross.org
Page 2 - Cross Talk story continued:
American Red Cross Chaperone Agreement Form

People under the age of 18 must be accompanied by a chaperone at all Red Cross Youth Club events that occur off-campus.

No person under the age of 18 will be allowed to attend without having submitted a Chaperone Agreement form with their registration materials.

To be filled out by a designated adult over the age of 18 who will serve as a Chaperone.

I, .................................................., will serve as Chaperone for the following persons under the age of 18 who will be attending the ____________________________________________

____________________________________________

____________________________________

As Chaperone, I understand that I am required to do the following:

- Accompany the above named persons to event, provide supervision at all events and ensure a safe return home.
- Act as a guide to ensure propriety during activities.
- Follow appropriate behavior as outlined in the Red Cross Code of Conduct
- Refrain from drinking alcoholic beverages at all points during the event.

________________________________________________________________________

Signature of Chaperone Date

________________________________________________________________________

Printed Name of Chaperone Phone of Chaperone

________________________________________________________________________

Email of Chaperone Fax of Chaperone

________________________________________________________________________

Name of Chapter

Printed Name of Chapter Advisor

Fax this form or scan and email the form no later than one week before the event to:

Fax this form to 415-427-8022 or email it to mayal@usa.redcross.org