



CHINA CARE[®] Club Handbook



*Empowering youth through direct
humanitarian service*

Table of Contents

	Page
China Care: Who We Are	2
Getting a China Care Club Started	3
Club Officers	4
What do I call my club?	
China Care Logos	
Why a club is not a chapter	
Letterhead	
Club Constitution	5
Measurements of Success	6
Making a Donation & Sponsoring a Child	7
Tax Letters	
Do's & Don'ts for Club Websites & Internet	8
Fundraising: Where to Start	9
Top Fundraising Ideas	10
Community Service: Playgroups	15
Community Service: Mentoring	17
Volunteering in China	19



China Care Foundation, Inc.
P.O. Box 607
Westport, Connecticut, 06881

Website: www.chinacare.org

Phone: 203-227-3655 Fax: 203-227-8084

China Care: Who We Are

The mission of the China Care Foundation is to give Chinese orphans with special needs the opportunity for a better life and to empower youth through direct humanitarian service. By providing extensive medical, social and educational programs devoted to children, China Care makes a lasting contribution to our shared future.



When he was eleven years old, Matt Dalio spent a year in China where he fell in love with the people and the culture. Matt personally witnessed the living conditions of orphans with special needs and committed to do something to give them hope. Five years later, at the age of sixteen, Matt founded China Care Foundation to offer orphaned children with special needs a brighter future. Over the last decade, China Care has gained expertise in providing critical medical care and nurture to save the lives of these children in need.

In 2009, China Care formed a partnership with Half the Sky Foundation, another non-profit organization working to improve the lives of orphaned children in China. Together we opened The China Care Home, a 24-hour pre and post operative medical facility that provides medical care and nurture for infants and toddlers that suffer from mild to life threatening birth defects. While in our care, the children are watched over by specially trained nannies who wipe away their tears, patiently coax smiles onto their faces and embrace them with soothing hugs. At The China Care Home, located in Beijing, these tiny children who have lost their families and are fighting for their lives are never again alone in the world.

Between our humble beginnings and today, China Care has significantly grown due to the grassroots efforts of high school and college students like you who want to make a difference. Once Matt saw the impact he was making on so many children's lives, he wanted to inspire other young people like him to also make a difference. China Care's Youth Empowerment Program aims to give young people the tools and motivation to give of themselves. Students in high schools and colleges across the United States and Canada have formed independent student-run China Care clubs to build awareness and raise money to provide life-saving surgeries for children at The China Care Home. China Care clubs are ambassadors for our cause, and every dedicated club member enables us to help more children live healthier lives. In addition to the club experience, China Care offers a once in a lifetime opportunity for its active China Care club members to volunteer at The China Care Home in Beijing. By volunteering, these students witness the impact of their fundraising efforts and discover first-hand their own ability to touch the lives of children in need. **Together with China Care you can make a difference!**

Getting a China Care Club Started

China Care clubs are independent, student-run groups that build awareness and raise money to provide life-saving surgeries and medical treatment for children at The China Care Home. China Care clubs are ambassadors for our cause, and every dedicated club member enables us to help more children live healthier lives. By starting a China Care club at your school, students realize the joys of giving back and learn what it takes to have an impact on the world around them.

Starting a China Care Club is as easy as one, two, three...

- 1)** Obtain permission from the school and organize a group of interested club members
- 2)** Find a faculty advisor who is willing to oversee club activities on campus
- 3)** Submit a Club Authorization Packet in order to be recognized by China Care Foundation

In order to start a China Care club, every club needs to obtain permission from their school. Each school has its own guidelines; therefore, it is important to contact the relevant student life office to inquire about how to get started. Each China Care club must be officially recognized by the school not only for liability purposes, but also to have access to a bank account to handle donations.

Secondly, you need to gather together a group of interested students who are willing to help raise awareness for our cause. It is wonderful to find fellow students who share a love for China, a concern for abandoned children and have the energy and enthusiasm to make a difference. It is also very important that you secure a faculty advisor who will oversee club activities on campus. A faculty advisor can not only assist your club with ideas, but is a great resource as to how you can best utilize your campus and school community.

Once your school officially recognizes your China Care club and you have secured a faculty advisor, you must read the China Care Club Handbook and complete the China Care Club Authorization Packet in order to be recognized by the China Care Foundation.

Once you submit the Authorization Packet to China Care, it is time to get started! Host an introductory meeting to provide information about China Care and talk to the club members to set goals as to what you want to achieve during the school year. For example, how much money do you hope to raise, how many events will you host and how will you recruit more club members?

China Care is always available to help your club – whether you need China Care brochures and materials to distribute at an event, or another person to brainstorm fundraising ideas with, please contact us: 203-227-3655. We are here to help each other!

Club Officers

Each club must have a group of club officers that are willing to lead the club, i.e., a club president, vice president, secretary, treasurer and fundraising chairs. Strong leadership will help keep your club organized and allow you to succeed in achieving your goals.

Your China Care club should be welcoming to all students without discrimination of any kind, including gender, race, color, sexual orientation or disability. The club should meet regularly in order to keep everyone involved in fundraising activities. At the conclusion of the school year, the club should hold elections to select the new club officers for the following year.

What do I call my club?

(School Name) China Care Club

For example: Harvard China Care Club or
Brunswick High School China Care Club



China Care Logos

Once recognized by China Care, your club will be issued an official Club Logo, pictured above, which you can use for promotional materials such as flyers, banners and a club website.

The China Care name and logo are trademarked and the legal property of the China Care Foundation, Inc. Therefore, the China Care name and logo must not be manipulated in any way, regarding color or font.

Whenever clubs use the China Care name, we ask that there be a sensitive approach to the issues of orphans and orphan care in China. China Care does not take a political or religious stand on any issues in China and it is imperative that China Care clubs reflect our mission and values.

Why a China Care club is NOT a chapter, branch or affiliate

China Care clubs are independent entities; they are not a part of the China Care Foundation. We share a commitment to a common cause; helping orphans in China, but your club is registered and operating under your school's umbrella, separate from the China Care Foundation. Your club is recognized and supported by China Care however; it is not a China Care chapter, branch or affiliate.

When you establish your China Care club, you are creating a student group at your school. The club is not incorporated as part of the legal 501(c) 3 tax exempt entity of the China Care Foundation nor is it a subsidiary of our organization.

Letterhead

China Care does not permit clubs to use China Care Foundation letterhead. If your club would like to write a letter and send it on China Care letterhead, please contact China Care for approval.

Club Constitution

For college students looking to start a China Care club, the university usually requires two pieces of documentation to get the stamp of approval: a mission statement and a constitution. Your club's mission statement should reflect how you will assist China Care in raising funds and awareness for our children. A constitution should specify how you will run your individual club, including articles about electing club officers, holding club meetings, etc. The following is a sample club constitution, which you can use as a template when creating your own.

Article I. Name: The name of the club shall be “[School’s Name] China Care Club”

Article II. Purpose: Our China Care Club will raise funds and awareness for special needs orphans in China through the support of China Care Foundation, Inc. Our club is expressly independent, apolitical, non religious, and non discriminatory. In addition to supporting children abroad, our club may host community service programs for local children adopted from China.

Article III. Membership: 1. Membership of our China Care Club shall be open to all students enrolled in X University. Membership will be open to all, regardless of race, creed, color, sex, sexual orientation, or physical disability. 2. Membership shall be retained until the student graduates. Membership will be retained during the vacations and recesses of the University. Any member may resign from the club at any time by filing a written resignation. 3. In order to become a club officer, a club member must attend frequent club meetings and be an active member of the student organization.

Article IV. Officers & Elections: 1. The officers of the club shall consist of president, vice-president, secretary, etc. 2. All officers shall be registered undergraduates of X College. 3. The president will be responsible for communicating all club activities to China Care Foundation, etc. 3. Officers shall be elected annually by the members of the club. Elections shall be held during the month of X and positions will be held for one semester/academic year. 4. Any undergraduate members of the club may run for election. All members shall have one vote by secret ballot. The secretary shall be responsible for informing all members of the election date and candidates.

Article V. Meetings: 1. Club meetings will take place on a weekly basis. 2. The secretary shall communicate notices of meetings to all club members.

Article VI. Amendments: 1. This constitution may be amended by two-thirds majority vote of the China Care club members at regular or special meetings.

Measurements of Success

While each China Care club and community is unique, below are the qualities exemplified of a strong club.

- Holds bi-weekly club meetings and forms committees to help achieve goals
- Communicates club's goals, successes, hardships and contributes stories and photos of club activities to CCF after every club meeting or event
- Has a core group of club officers, both upper and lower classmen, to ensure club stays strong despite graduation rates
- Has an active faculty advisor overseeing club activities
- Hosts new and improved fundraising events each semester
- Is active at pursuing local businesses for support
- Sends at least one representative to the China Care Clubs Conference and one volunteer to China annually
- Actively utilizes the Club Hub Forum to communicate with other clubs, to share successes and hardships and learn from each others' experience
- Reaches out to community newspapers and local media outlets every semester to broadcast club events and successes
- Is involved with their local Chinese adopted community through hosting monthly playgroups and/or mentoring programs while also expanding the programs by adding more frequent meetings and more families
- Maintains and updates a club website via the school URL
- Encourages other Universities to start clubs at their schools
- Complies with all guidelines outlined in the China Care Club Handbook

Making a Donation & Sponsoring a Child

The power of knowing where your money goes is the most rewarding part of the fundraising process. Once your club collects donations and would like to sponsor a child in need of surgery, send all club donations to the China Care office in Connecticut. You can do that in two ways. You can donate online using a credit card by going to www.chinacare.org and clicking on the Donate Now button, or you can issue a check or money order to:

**China Care Foundation, Inc.
P.O. Box 607
Westport, Connecticut 06881**

Once your club has made a donation, we will work with you to designate that donation to one of our children in need of medical treatment. The China Care website lists all of the children in need of sponsorship. When you designate to sponsor a specific child, we will send you a donor report with pictures and updated information on the child's condition after treatment.

SAVE YUN'S LIFE



Fund this proposal now!

It is important for your club to know the impact you have made and to share that with your faculty advisor, parents, friends and club supporters via club websites, club newsletters and publications. **In order to protect the privacy of the orphaned children in our care, we ask that clubs be mindful of protecting the child's name when sharing this information.** China Care recommends that clubs post the child's photo along with their medical condition and progress without sharing the child's name or by giving the child an alias or pseudonym. For example: Last year our club raised money to sponsor a seven month old boy to have his cleft lip repaired.

Tax Letters

Under no circumstance is a club allowed to issue a tax letter from China Care Foundation, nor are clubs allowed to publicize or give out the China Care tax ID number without prior permission. Donors seeking a tax letter from China Care are required to make checks payable to "China Care Foundation" and write your club name on the memo line. If a donor makes a check out to your specific club and requests a tax letter, that tax letter should be sent from your school. Furthermore, China Care cannot issue tax letters for gifts or supplies donated to your club for a club event or activity. As a 501(c)(3) non-profit organization, China Care is required to abide by strict IRS guidelines and must maintain firm policies regarding tax letters.

Do's and Don'ts for Club Websites & Internet Postings

Club websites are a great way to showcase your club's successes, advertise for upcoming events, thank your supporters and direct people to China Care. China Care Foundation will monitor all club websites to ensure they are following the guidelines listed below.

Do...

- Create a club website through your school URL, for example: www.xuniversity.edu/chinacareclub
- Provide a link to www.chinacare.org
- Post a photo of the children you have sponsored and describe them, such as “our club helped sponsor the surgery for this 3 year old girl with a heart condition”, etc.
- List your club goals - for example, this year we plan to hold a benefit dinner and sponsor two children in need of medical treatment at The China Care Home
- Post photos of club members and club activities
- Provide an email address so someone can contact your club officers
- Give information on when and where your club meets and explain how someone can join the club
- Write about how your club got started at your school
- Name and give short bios of your club officers
- Name all your current club members
- Post invitations and flyers for upcoming fundraisers, events, and community service programs
- Thank your donors for their support



Do not...

- Change or manipulate your club logo or the China Care Foundation name and logo
- State that your club is a non-profit, chapter, branch or affiliate
- Create a club website via a .org domain URL
- Post donor reports, as they contain detailed information on specific children
- When referencing CCF link to www.chinacare.org to avoid misrepresentation

Fundraising: Where to Start

Join the **China Care Club Hub Forum** to network with other clubs about fundraising: <http://chinacareclubs.ning.com> By hosting a fundraiser to benefit China Care, you are helping to provide life saving surgery and medical care to orphaned children at The China Care Home.

Get all club members involved. A great fundraiser starts with a core group of club officers who can make things happen. Collaborate with other clubs on campus to get enough volunteers to make your event a success. Make a timeline and assign tasks and responsibilities to all club members involved. Hold frequent club meetings to keep the club on track. Smaller events can be planned in a few weeks, but larger events can require months to plan and execute well.

Set goals. Reflect on your club members' interests and achievable possibilities within your school and local community. For example, your club goals can be: host one large fundraiser each semester, organize two playgroups a month, and recruit one other school to start a China Care club this year. These goals are intended to give your club a sense of accomplishment when the academic year ends. Feel free to reach out to your faculty advisor and China Care for assistance in goal setting as well.

Pick a date and venue. Consider hosting the event on campus or in your local community and plan around mid-terms, holidays and campus wide events. Keep in mind that many local businesses are willing to donate a percentage of their sales to benefit a good cause. Don't be intimidated – it never hurts to ask!

Create a budget. Plan for all foreseeable expenses as well as an additional 10% for unexpected costs. A budget will help you plan ahead for all upfront costs of the event. China Care encourages clubs to get food and other materials donated, to ensure that the maximum profit will go towards sponsoring a child. ***For a sample budget template visit the Club Hub!***

Advertise. Create flyers and post them around campus and in the local community to promote your event. Get local media involved by putting an ad in the school newspaper or community bulletin. Depending on the type of event you might want to create flyers, email or printed invitations, promote it on social media websites, make personal phone calls, etc. Clubs are encouraged to distribute China Care brochures and newsletters at all events to raise awareness about the organization you are supporting. In addition, clubs can sell China Care materials such as t-shirts and bracelets to help raise money for our cause. ****If your club is interested in ordering such materials, please contact CCF to fill out an order form: 203-227-3655***

Plan ahead to help keep the club on track. Make sure everyone has specific tasks and deadlines so that the event is not a burden on any one club member. Schedule regular meetings to stay connected and support each other.

Take photos before, during and after the event. Not only is it fun for you to see them afterwards and share them with the rest of the club, but China Care loves to see them as well! We can help publicize your event on the CCF website and in our newsletter.

Thank your supporters and attendees. Personalized thank you cards are always a nice touch. Be open to feedback as well, and follow up with those who expressed that they wanted to get more involved. The event should be as much about building new relationships for the future as it is about raising money for today.

Debrief and give yourselves a huge pat on the back! Take notes on what worked and what didn't and ask "What will make this event better next time?"

Share your materials, feedback and photos with China Care. We want to know how it all worked out and celebrate your success with you! Post your notes and materials on the Club Hub Forum, as they are a great tool for other clubs to follow in your footsteps.

Most importantly, have fun and don't sweat the small stuff! At the end of the event, the most important thing is that you've all come together to support a great cause, you've spread awareness about China Care, and you enjoyed yourselves.

Top Fundraising Ideas

- **Meaningful Gifts** ~ Birthdays, holidays and special occasions are a wonderful time to share your love for China Care with those close to you. In lieu of gifts, ask people to make a charitable gift to China Care. This meaningful giving is a very special way to help China Care and a great way to share our work with others. ***For a sample donation letter visit the Club Hub!***
- **Bake Sales & Snack Sales** ~ Gather your local bakers (the more the better) and pick a date. Consider cookies, cupcakes, popcorn or Asian treats like moon-cakes too! Find a location on campus that has lots of foot traffic or consider hosting the event after school, during common hour or at sporting events. You can even venture out and host a table at local community fairs, farmers markets, etc. Advertise in advance via flyers, emails and posters to encourage people to come to the snack sale. Prepare supplies such as tables, chairs, decorations, garbage cans, banners, signs with pricing and



any snack preparation and storage equipment you will need. Make sure you have plates, napkins, storage bags and plastic wrap to package the goodies to-go. Plan on how you will take money and make change - be ready with extra coins, small bills and a secure cashbox. Also consider selling beverages along with the snacks such as water, soda, lemonade or hot chocolate.

- **Restaurant Fundraiser** ~ Ask your favorite restaurants to host a China Care day and have a percentage of the day's sales go to benefit China Care. Many restaurants, bars, bakeries, and even small retail stores offer this kind of support to a worthy cause. Promote the event with emails and flyers, and ask your local paper or campus radio station to advertise for the event. Provide the business with China Care's mailing address and ask them to send the proceeds directly to CCF.
- **Tie-Dye T-Shirts** ~ Purchase white China Care t-shirts from CCF for \$2 each and setup a tie-dye booth on campus to make them groovy and colorful. Sell them for a profit and distribute flyers with each shirt to tell people about your club and how you are supporting China Care.
- **Coin Drive** ~ Create some colorful coin cans with your club logo and obtain permission to place the cans around campus, in the cafeteria, classrooms and in local community businesses. Remember to keep track of where you've placed the coin cans and thank the business owners of the stores and restaurants where the cans are placed. Collect the money regularly, roll it and send in the proceeds.
- **Coin Wars** ~ Organize a coin drive with a twist! This is a great school wide event, and way to recruit different grades or classes to compete for the most coins. Students drop change into jars to compete against each other. Pennies are worth positive points; silver coins and dollars are worth negative points – so you can "sabotage" the other jars by dropping silver or cash into them. At the end of the contest give a prize to the winning class and roll the coins to send in the proceeds.
- **Car Wash** ~ Gather your friends and pick a date (good weather is best!) for your car wash. Find a location that has plenty of space, such as the school parking lot, and remember you need access to water. Consider partnering with a local carwash - they provide the facility, you do the work. Set the price per car, truck or motorcycle and begin by pre-selling car wash tickets to faculty, friends and family. Promote the car wash with flyers around school and send emails to everyone you know. Create some BIG signs to promote your car wash on busy street corners and in front of your location. Include on the sign your price and that you are raising money for a great cause. On the big day, set up early with all necessary supplies including hoses, soap, sponges, towels and squeegees. Bring extra chairs and sun umbrellas for resting in-between cars. Have at least one person in charge of collecting money, making change and ensuring your payments are kept safe. Also, make sure to wear clothing that dries easily and be aware of moving cars!
- **Movie Night** ~ Invite your friends to a movie night in the auditorium or in your own back yard! Pick your date and sell tickets in advance. You can pick an Asian themed movie like Kung-Fu Panda or Mulan or if it's a educational film a teacher maybe able to offer extra credit for students who attend. If you're planning the movie outdoors, hang a white sheet, borrow a computer and a projector screen, or sit in front of your white garage door and put out blankets and chairs for all the guests. You can even sell popcorn, candy and soda to the movie-goers.



- **Blue Jeans Days** ~ Do you wear a uniform to school where jeans are a no-no? Then this is a great school wide fundraiser for your club, as long as you get proper permission. For a donation to China Care, each student pays \$1 to wear blue jeans for the day. Create a sticker or name tag that students wear to explain that they are wearing blue jeans for China Care. This is a great fundraiser to hold every Friday for a month or over the course of the school year.
- **Donation Drawing or 50/50** ~ Sell tickets and advertise that the prize is 50% of the ticket sales! This is a win-win fundraising project. The 50/50 drawing can stand on its own or be a great addition to a larger event. The secret to success is to ask everyone you know to purchase a ticket.
- **House Party** ~ Encourage your parents or club faculty advisor to host a house party to benefit China Care. Invite all your club members, friends, faculty and family members to turn a delicious dinner party into a meaningful get together. You can even choose a theme – Costume Party, Chinese New Year Party or an End of the Year Dinner Party. Instill a mandatory donation for each guest and have people RSVP at least two weeks in advance. Ask your local grocery store to donate the food for the event, or try to get the food donated from a caterer or restaurant. Have club members serve appetizers and drinks, and put food out buffet style. Before dinner make an announcement to all the guests, thanking them for attending and explaining why China Care is so important to you. Have China Care brochures and information available for guests to learn more about the cause you are supporting. You can even incorporate a 50/50!
- **Email Campaign** ~ Organizing an email campaign is a great way to fundraise for China Care without ever stepping away from your computer. Ask everyone you know to support your fundraising efforts and watch the donations add up. Set a goal and a time limit and begin asking. Use Facebook, Twitter and other communication tools to rally people behind your goal. Send out regular emails to everyone you've asked letting them know how close you are to your goal. Thank those who already gave and remind those who haven't that it's not too late! Just in case someone prefers to give you cash or a check, provide China Care's address and tell people to write your club name on the memo line.
- **Benefit Concert** ~ Do you belong to a band, play an instrument, create pieces of art, sing, dance or have some other special talent? Organize a Chinese New Year benefit concert for China Care! Promote the event with emails and flyers, and ask your local paper or campus radio station to advertise for the event. Set an admission price and sell tickets at the door. During the performance take a moment to let people know why China Care is important to you. Have China Care brochures available so guests can learn more about the organization you are supporting.
- **Sports Tournament** ~ A sports tournament allows you to combine your love for a sport with your love for China Care. Whether it's basketball, baseball, football, bowling or a marathon, get your school athletic teams involved and get permission to use your school gym or outdoor sports facility. After you set a date, determine an entry fee for individuals and a fee for a team. This can be a great school wide event - have a faculty vs students tournament or seniors vs juniors! You can incorporate a 50/50 or bake sale, and set-up a photo area to sell team photos. This will require a digital camera and portable photo printer. Plan for trophies for the winners to add to the fun.
For a sample pledge form visit the Club Hub!



- **Trick or Treat for Change** ~ Put flyers in all your neighbors mailboxes to alert them that on Halloween night your club will be Trick or Treating for Change to Support China Care. Head out in costume with a special container decorated for China Care to collect coins instead of candy. One club used Chinese take-out boxes with a slit cut out for dropping in the donations!
- **Valentine's Day Deliveries** ~ Plan a flower or candy delivery for Valentine's Day and get approval from your teachers to deliver the goods during the school day. Negotiate a discount for flowers or candy from a local store and then set your price. For example, you can deliver a single rose for \$1, a small box of chocolates for \$2, a bouquet of flowers for \$5 and include a special message for only \$1 more. Advertise in advance with flyers and posters. Setup a table at lunch time to take orders for deliveries and track receipt of payments. Create a delivery plan so that you can maximize your delivery speed between floors and classrooms. Make sure that the deliveries are labeled with the recipients name and keep track to make sure everyone gets their items. It is a great idea to label the flower wrapper or the candy box with a China Care club sticker so that people are reminded of the double benefit of the gift!
- **Shave Your Head** ~ Do you have a great head of hair? Then shave your head for China Care! Set a goal and ask everyone you know to contribute a gift to help you reach your goal. When you hit your goal you can also "auction" the opportunity for one of your friends to do the honors with the clippers. One club member raised over \$2,000 when he cut off his 3 foot long dreadlocks! Remember to send us your "before" and "after" pictures as well.
- **Recycle** ~ If you live in a state that has a redemption value on bottles and cans you can raise money for China Care while going green! Ask everyone in your dorm building to collect all their cans for one weekend and pick-up the bagged items on a designated day to bring them to a recycling facility and trade in your cans for cash. You can also ask friends and neighbors to put aside their bottles and cans for you. Roll all your change and send the proceeds in to China Care.
- **Dorm or Garage Sale** ~ Declutter your life and support China Care! Schedule your sale in advance and advertise in the school newspaper and hang signs on busy streets directing traffic to your sale. Invite your local church or community center to join you to make the sale bigger, more fun and raise even more money. Give boxes to all your friends and family to go through closets and drawers to determine what's going into the sale. Make sure the items you plan to sell are clean and in good shape to receive the maximum value. Price your items in advance and make sure they are easily labeled. Display everything on tables or tarps on the ground and arrange items as nicely as possible. Create a big sign letting people know that proceeds from your sale are going to support orphaned children in China – giving to a good cause is an incentive for people to buy. Be prepared with a cash box and have at least one person be in charge of it at all times. Make sure to have lots of small bills for change and consider having some extra bags handy to give to people who are buying multiple items. At the end of the day consider lowering the prices to clear things out and plan to take what is left to a local homeless shelter or church that accepts such donations.
- **Gift Wrapping** ~ Spread some holiday cheer while helping China Care! Inquire with retail businesses like Barnes and Noble, that allow groups to wrap gifts in their stores and use the proceeds for a good cause. The business usually provides all of the wrapping materials – you just need to practice your gift wrapping skills. Prepare a fun collection container for donations and provide China Care brochures so you are spreading awareness along with holiday cheer!



- **Dumplings Dinner or Pancake Breakfast** ~ A Dumplings Dinner or Pancake Breakfast can be a fun way to bring together your local community to support China Care. You may consider hosting it for the Mid-Autumn Festival or Chinese New Year. You'll need to plan well in advance with lots of promotion and teamwork. Putting together a committee of club members that knows how to shop for and prepare pancakes or dumplings is a critical element. Use your school cafeteria and make sure you follow all health and safety procedures to ensure a good cooking environment. Make sure you have tables, chairs, plates, napkins, silverware, condiments and drinks for the meal. Try to get the grocery items donated to help cut costs. Plan on how you will take money - be ready with lots of small bills and a secure cashbox manned at all times. Decorate with tablecloths, posters, music and other fun elements to give your meal personality!
- **Gala and Auction** ~ If you enjoy dressing up, great meals and love the excitement of an auction, the Gala and Auction event is for you! Gather your club members and make a plan, as this event requires advanced preparation. Find a venue on campus or at a local hall and determine how much you will charge per ticket, for both individuals and couples. Advertise well in advance via flyers, hand written invitations, email blasts, etc. Some events may require a dress code or turn your gala into a Fashion Show event! Determine your auction items by having a club committee in charge of getting as many donated items as possible – think gift certificates to local restaurants, tickets to local sporting events, spa treatments, gift bags for children with board games and toys, pieces of art, etc. The auction committee should also be in charge of the auction check-out for the night and be prepared to collect cash and receive checks. You also need to consider the night's entertainment, whether it's a live band, dancers, performers or a guest speaker, prepare ahead for the type of audio/visual and stage equipment you will need. And don't forget about food – ask your local market, grocery store or butcher to donate the food for the event, or try to get the food donated from a caterer or restaurant. Have club members dressed in black and white to serve the meal. Before dinner make an announcement to all the guests, thanking them for attending and explaining why China Care is so important to you. Have China Care brochures and information available for guests to learn more about the cause you are supporting.
- **Just ASK!** ~ You'll be surprised at how easy it is to JUST ASK! Ask everyone you know to support your fundraising efforts for China Care and watch the donations add up. Set a goal and a time-line and start asking. Use Facebook, Twitter, email, written letters and other methods of communication to have people rally behind your goal.
For a sample donation letter visit the Club Hub!

- Here's how to raise \$1,000 in 10 Days:
 - Day 1 Give yourself: \$50
 - Day 2 Ask two family members for \$50: \$150
 - Day 3 Ask five friends to contribute \$30: \$300
 - Day 4 Ask five professors to contribute \$30: \$450
 - Day 5 Ask five playgroup or mentoring families to contribute \$20: \$550
 - Day 6 Ask five friends to contribute \$30: \$700
 - Day 7 Ask your boss for a company contribution of \$100: \$800
 - Day 8 Ask five stores to sponsor your club for \$20: \$900
 - Day 9 Ask a business you frequent (doctor, dentist, health club) for \$100: \$1,000
 - Day 10 Send thank you cards to everyone who donated.



Community Service: Playgroups

China Care clubs can host playgroups in their communities for adopted Chinese children and their families. The goals of this program are to increase the children's awareness of and appreciation for their Chinese language and cultural heritage and to provide a venue where adoptive families can meet and network. China Care Clubs can ask for a suggested donation from all families that participate.



There are many considerations to take into account before starting a playgroup, including logistics, activities and safety.

Below are some suggestions based on the feedback we've gotten from clubs that currently run playgroups. If you would like more detailed information, China Care can connect you with a club that currently hosts a playgroup through our Club Hub Forum.

Find local adoptive families by approaching people you already know. China Care also recommends contacting your local chapter of Families with Children from China (FCC). FCC is a non-denominational organization of families who have adopted children from China. The purpose of FCC is to provide a network of support for families who have adopted children from China and provide information to prospective adopting parents. To find your FCC chapter visit their website at www.fwcc.org. It is an excellent resource!

Find a venue. With a list of families eager to meet you and each other, your club will need a suitable child-safe venue where playgroups can meet on a regular basis. A room that is already designed for children is best, since décor and furnishings will be size and age appropriate and contribute to the playgroup atmosphere. Possible options to consider are rooms on campus, local childcare venues, schools, community centers, religious institutions, etc.

Scheduling. Plan out where to hold the playgroup, how often to meet and how long each session will last. Whether the playgroup meets once or twice a month, for one hour or two, in the morning or afternoon - stay consistent. Consistency is important so that participants can plan ahead. A handout of the playgroup schedule is helpful to make children and parents aware of the timing and content of each session. ***For handout templates visit the Club Hub!***

Playgroup Activities. Focus on helping the children make new friends and learn more about Chinese culture. Please keep safety in mind, as some activities you enjoy might be dangerous for small children. There are plenty of fun and enjoyable games that are of minimal risk and it is always better to play it safe and choose those over something potentially dangerous. Existing playgroups typically have a different theme each session, such as the Olympics, Giant Pandas, Chinese Zodiac or Chinese games. It is important to choose age appropriate themes and that all the information you are sharing is accurate. ***For activity ideas and templates visit the Club Hub!***



Suggestions: Read interesting books, make arts and crafts, and try to involve spoken and written Chinese phrases into the sessions. Show and tell is always fun too. You can invite guest performers (like Chinese dancers) and visit local Chinese supermarkets to provide special snacks during festivals (like moon cakes for the Mid-Autumn festival). If you choose to serve

snacks, please be sensitive to children's allergies and parents' requests. Overall, you want to make the sessions as fun and interesting as possible.

Safety. Most venues will require that you take out an insurance policy for your playgroup, and in the past clubs have been able to work through their school to find a suitable solution. Playgroups must have a ratio of one adult per four children and club members are never allowed to be alone with a child during the session. You should establish an emergency action plan in the event of a crisis. Consent forms are important for your club's records and parents should be required to fill them out during the first playgroup they attend. You should have contact information for all children in your care, including parents' telephone numbers, address, emergency contacts, doctors name and contact information, as well as who is allowed to pick up the child from sessions. It is also important for your club to provide parents with your own and the venue's telephone number and contact information. If you choose to take any photos of the children, your club is required to draft a photo release form and have it signed by the parents before any photos are taken. ***For photo waiver templates visit the Club Hub!***

The most successful program is one that asks for feedback from families and organizes according to their needs and suggestions.

Community Service: Mentoring

China Care clubs can host mentoring programs in their communities, pairing a club member with an adopted Chinese adolescent. The goals of this program are to increase the children's awareness and appreciation for their Chinese cultural heritage and to give these young adults an opportunity to talk with others about being an adopted Chinese American. The program is aimed at forming one-on-one positive relationships between adopted adolescents and their mentors. China Care Clubs can ask for a suggested donation from all families that participate.



There are many logistical and safety considerations to take into account before starting a mentoring program. Below are some suggestions based on the feedback we've gotten from clubs that currently run mentoring programs. If you would like more detailed information, China Care can connect you with a club that currently hosts a mentoring program through our Club Hub Forum.

Commitment. All club members should understand the commitment level of this program. Along with parental figures, mentors provide young people with support, counsel, friendship and reinforcement. Your role is to offer insight, advice and suggestions while being a positive leader and role model. Mentors should be good listeners, caring people and have an interest in helping adolescents bring out their strengths. As a mentor you can help your mentee understand his/her cultural background and explore topics of mutual interest.

Find local adoptive families by approaching people you already know. China Care also recommends contacting your local chapter of Families with Children from China (FCC). FCC is a non-denominational organization of families who have adopted children from China. The purpose of FCC is to provide a network of support for families who have adopted children from China and provide information to prospective adopting parents. To find your FCC chapter visit their website at www.fwcc.org. It is an excellent resource!

Matching mentors with mentees must be done carefully and thoughtfully, taking into account the interests and personalities of both the student and the child. We recommend all interested mentors and mentees complete a questionnaire, with basic contact information and a survey of interests (favorite movies, sports, etc). ***For questionnaire templates visit the Club Hub!***

Mentoring Activities. Your club will need an appropriate meeting place for mentors and mentees to socialize. Choose public places like community centers, YMCAs, skating rinks, etc. Meeting in large groups but maintaining one-on-one interaction with your mentee is the best way to foster



a relationship. There are many cultural activities that you and your mentee can enjoy that are safe, local, inexpensive or even free. Go hiking, play sports, ride bikes, go bowling, read about Chinese culture and history at the library, do Chinese arts and crafts projects, attend cultural or community events, take advantage of local Chinatowns and Chinese supermarkets, watch a Chinese movie, have a picnic, cook a meal, etc. Your club must also decide how often meetings should take place and

whether it's once a month or every two weeks, stay consistent with the scheduling. ***For activity ideas and templates visit the Club Hub!***

Communication with Parents. The most successful program is one that asks for feedback from parents and organizes according to their needs and suggestions. Talk with parents to find out what they want their children to learn from the mentoring process. Mentors are responsible for communicating with parents about meeting times and locations, in addition to providing costs for food and activities.

Safety. Mentors have a responsibility to be appropriate in all language, appearance and demeanor, be mindful of age appropriate topics of conversation and choice of activities, and be respectful of parental values and requests. You and your mentee should be able to communicate and interact while showing a mutual respect and trust for each other and maintaining appropriate boundaries. Mentors should engage in open communication with the mentee's parents, and if there is any concern, properly address the issue. In large group settings there should be a one mentor to one mentee ratio. However, when a mentee is alone, there must always be two club members present. Consent forms are important for your club's records and parents should be required to fill them out if they want their child to participate. You should have contact information for all children left in your care, including parents' telephone numbers, address, emergency contacts, doctors name and contact information, as well as who is allowed to pick up the child. It is also important for your club to provide parents with your own telephone number and contact information. If you choose to take any photos of the children, your club is required to draft a photo release form and have it signed by the parents before any photos are taken. ***For photo waiver templates visit the Club Hub!***

Volunteering in China



In addition to the club experience, China Care's Volunteer Program offers a once in a lifetime opportunity for its active China Care club members to volunteer at The China Care Home in Beijing. Volunteers travel to China to spend

time at The China Care Home, where they work with our children and medically trained staff to see how our home operates. By volunteering, these students witness the impact of their fundraising efforts and discover first-hand their own ability to touch the lives of children in need.



China Care looks for volunteers who are compassionate, committed and self motivated to assist our staff in China and care for our fragile infants and toddlers. The impact each volunteer's presence has on the children is amazing, and the tremendous affect the children have

on the volunteers is life changing.



For information on this year's Volunteer Program and to download an application, please visit our website at:

www.chinacare.org/empowering/volunteer