



**Chapter Charter Agreement for Unite For Sight Chapters at High Schools in North America
2009-2010 Academic Year**

Chapter Charters are issued and renewed on an annual basis. A Chapter Charter will be approved, and Unite For Sight programs may begin each year, only after the signed Chapter Charter and \$50 fundraising is received by the Unite for Sight office. Chapter Charters received by Unite for Sight after the deadline (see below) will not be accepted. Chapters may form in the first or second semester of the academic year.

This Charter officially affiliates your Chapter with Unite for Sight, Inc., a non-stock corporation recognized as tax-exempt under U.S. Internal Revenue Code section 501(c)(3). Unite For Sight's mission is to empower communities to improve eye health and eliminate preventable blindness.

THIS CHAPTER CHARTER MAY BE SUBMITTED BY FAX: 203-404-4975

CHAPTER REQUIREMENTS

Charters and Fundraising

- The Chapter Charter and \$50 fund-raising for returning Chapters must be received by Unite For Sight by September 30th ;
- New Chapters may be established in the Fall or in the Spring, and the Chapter Charter, \$50 fundraising, and evidence of satisfaction of all volunteer training requirements are due within 30 days of the first phone conversation with Unite For Sight staff;
- The Chapter Charter must be renewed annually and must be submitted to Unite For Sight by September 30th of each year;
- The Chapter shall submit to Unite For Sight a total of \$300 in fundraising each academic year, 100% of which will be used to provide eye care to patients living in extreme poverty. Fundraising activities are required throughout the academic year, and the Chapter will adhere to the following fundraising deadlines: \$50 by the Chapter Charter deadline, an additional \$50 by November 1, an additional \$150 by January 15 and an additional \$50 by March 10. If a Chapter raises more than the minimum for any particular deadline, it will automatically count towards the fundraising requirement for the following deadline;
- All funds that the Chapter raises must be submitted to Unite For Sight and to no other person or organization;
- All funds raised by the Chapter must be received by the Unite For Sight office within 30 days of the Chapter's receipt of the funds;
- The Chapter must submit to Unite For Sight 100% of all monies raised through donations, fundraising events, or other activities;
- Fundraising through the UFS online fundraising page is an acceptable method of fundraising by all Chapter volunteers. Without exception, any proposals to raise funds other than through the fundraising page must be submitted in writing to UFS for review and approval in advance of the proposed event.
- After the Chapter Charter has been approved, the Chapter may utilize the trademarked Unite For Sight name and logo on approved educational materials, posters, and flyers. Prior to printing any materials with the trademarked Unite For Sight name or logo, the proposed material must be submitted to Unite For Sight (chapters@uniteforsight.org) for approval.

Personnel Qualifications

- Each Chapter must follow the Chapter guidelines set forth in the Coordinator Manual (available at <http://www.uniteforsight.org/start-a-chapter/chapter-manual>), must have at least one faculty advisor (the

“Chapter Advisor”) and must have at least five officers assigned to the following positions: President (Chapter Leader), Chair, Vice President, Vice President of Vision Screenings, Vice President of Vision Education, Vice President of Finance, Vice President of Fundraising, and Director of Membership. Co-officers are not permitted, and Chapters cannot modify the officer structure.

- The Chapter Advisor(s) must meet with Chapter officers at least once per semester to plan upcoming activities and review completed activities, and submit a 1-2 paragraph Chapter review and plan of action to Unite for Sight management through the online form (www.uniteforsight.org/chapter/chapteradvisor.php) after the meeting;
- All volunteers must fully complete registration and training prior to participating with the Chapter in any capacity. If a volunteer is found to have participated with the Chapter without having previously completed the registration and training, the Chapter president may be terminated for failure to adhere to Unite For Sight’s Chapter policies and procedures.
- Prior to participation in Chapter programs, all volunteers must complete Unite For Sight’s Online Eye Health Course, complete the Unite For Sight Registration Application, which includes the Volunteer Ethics and Professionalism Online Course, Cultural Competency Online Course, Evidence-Based Community Eye Health Online Course, Global Health Online Course, Evidence Based Public Health Program Description, the Unite For Sight in Ghana film, make a \$12 donation, sign and submit the Unite For Sight Code of Conduct (the “Code of Conduct”); and
- All Chapter volunteers must read the Unite For Sight Coordinator Manual, complete the Unite For Sight Chapter Volunteer Quiz, Eye Health Final Exam, and view the Training Video.

Community Eye Health Activities

- The Chapter is required to hold at least 2 community-based vision screening or vision education programs per month;
- The Chapter confirms understanding that Chapter volunteers are prohibited from activities that could constitute the unauthorized practice of medicine, including diagnosing any eye condition or other disease. High school chapters are prohibited from providing any eye screening.

Liaison with Unite for Sight Management

- The Chapter will respond promptly to all communications from Unite For Sight management;
- The Chapter President will have biweekly phone calls with Unite For Sight management;
- The Chapter will submit a monthly update on the first of each month, including the number of programs implemented during the preceding month, the number of people screened, and a description of each program; and
- At least one (1) officer from the Chapter is strongly urged to attend GH/Innovate 2010, Unite For Sight’s Annual Global Health and Innovation Conference.

Management Responsibilities

- Chapter officers are responsible for enforcing the Unite For Sight Code of Conduct that each volunteer is required to sign; and
- Chapter officers are also responsible for the Chapter’s compliance with the guidelines set forth in the Unite For Sight Coordinator Manual.

Termination

A Chapter Charter may be terminated at any time for failure to adhere to these requirements, as determined by Unite for Sight in its sole discretion. Revocation of the Chapter Charter will be provided in writing to Chapter officers and volunteers, the Chapter Advisor, and the Chapter’s affiliated school.

APPLICATION AND AGREEMENT

FAX TO 203-404-4975

We the undersigned, being the intended officers, on behalf of the members of our proposed Chapter, petition Unite For Sight for a Charter and agree as follows:

1. We will abide by the Chapter requirements set forth above and the Chapter guidelines of Unite For Sight set forth in the Coordinator Manual and Code of Conduct;
2. We acknowledge that the name "Unite For Sight" and trademarks, logos or other indicia of origin used by Unite for Sight (the "Marks") are owned by Unite For Sight and that all uses of the Marks will inure to the benefit of Unite For Sight. The Marks may only be used in the manner approved in advance by Unite for Sight and for the purpose of advancing the mission of Unite For Sight and carrying out transactions connected to that mission. No other use is authorized without the express written permission of Unite for Sight.
3. We understand that to qualify as a Chapter, we are required to abide by the Chapter requirements.
4. We petition for Chapter status with a minimum of 5 signatures of Unite For Sight Chapter officers.

CHAPTER SCHOOL AFFILIATION:**Type School Name****APPLICANTS**

<u>Name (Please Print)</u>	<u>Signature</u>	<u>Office</u>	<u>Email Address (Please Print)</u>
_____	_____	President (Chapter Leader)	_____
_____	_____	Chair	_____
_____	_____	Vice President	_____
_____	_____	Vice President Vision Screenings	_____
_____	_____	Vice President Vision Education	_____
_____	_____	Vice President Finance	_____
_____	_____	Vice President Fundraising	_____
_____	_____	Director of Membership	_____

All officer signing this Chapter Charter must already have completed registration and training for the 2009-2010 academic year. A Chapter Charter will not be approved if any officers have not yet completed training.

Chapters are required to fund any operational expenses (i.e. copying, educational materials, etc.) using funding from their school's student organization funding resources. 100% of Chapter fundraising must be submitted to Unite For Sight, Inc. to provide eye care for patients living in extreme poverty in developing countries.

How much funding do you currently have available from your school? _____

How much funding will you receive from your school this academic year? _____

FACULTY ADVISOR

The Chapter Advisor must meet with chapter officers at least once per semester to plan upcoming activities and review completed activities, and submit a 1-2 paragraph chapter review and plan of action to Unite for Sight management through the online form (www.uniteforsight.org/chapter/chapteradvisor.php) after the meeting. The Chapter Advisor does not provide any services or programs in the community related to Unite For Sight; they serve exclusively to provide guidance and assistance to the Unite For Sight chapter.

By signing this document, the Chapter Advisor confirms that s/he has reviewed the Coordinator Manual (<http://www.uniteforsight.org/start-a-chapter/chapter-manual-high-school/>). The Chapter Advisor confirms understanding that Chapter volunteers are prohibited from activities that could constitute the unauthorized practice of medicine, including diagnosing any eye condition or other disease, or providing any eye test. Each Chapter volunteer is required to submit the following: Volunteer Ethics and Professionalism Online Course, Cultural Competency Online Course, Evidence-Based Community Eye Health Online Course, Global Health Online Course, Evidence Based Public Health Program Description, view the Unite For Sight in Ghana film, Online Eye Health Course final exam; Code of Conduct; and \$12 Donation.

Name: _____

Address: _____

Phone: _____

Email: _____

Affiliation: _____

Signature

CORRESPONDENCE ADDRESS

Please forward Chapter correspondence, until otherwise advised, to

(Name of Chapter Leader) (Address)

(Phone) (e-mail)

Approval of Unite for Sight

Name and Title

DATE: _____