

**Chapter Charter Agreement for Unite For Sight Chapters in North America**  
**Community-Based Track**  
**2011-2012 Academic Year**

**Chapter Charters are renewed on an annual basis. This Chapter Charter is for a Term concluding on September 30, 2011. A Chapter Charter will be approved, and Unite For Sight programs may begin each year, only after the signed Chapter Charter and USD50 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 semesters.**

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 USD50 fund-raising for returning Chapters must be received by Unite For Sight by September 30<sup>th</sup> ;
- New Chapters may be established in the Fall or in the Spring, and the Chapter Charter, \$50 fundraising, and 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 by September 30<sup>th</sup> of each year for all returning Chapters;
- The Chapter will submit to Unite For Sight a minimum of \$750 in fundraising each academic year, and 100% will provide eye care to patients living in extreme poverty. Fundraising activities are required throughout the academic year, and the Chapter will adhere to the fundraising deadlines: \$50 by the Chapter Charter deadline, an additional \$100 by October 31, an additional \$100 by November 30, an additional \$100 by January 31, an additional \$100 by February 28, an additional \$100 by March 30, and an additional \$100 by April 30. 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 for 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.
- After receipt of the Chapter Charter, the chapter is permitted to utilize the Unite For Sight name and logo on approved educational materials, posters, and flyers. Prior to printing any materials with the Unite For Sight trademarked name or logo, the proposed material must be submitted to Unite For Sight ([chapters@uniteforsight.org](mailto: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-track2>), and must have at least five officers assigned to the following positions: President (Chapter Leader), Chair, Vice President of Campus Fundraising, Vice President of Fundraising Outreach, Vice President of Finance, Vice President of School

Outreach, Vice President of Community Outreach, and Vice President of Communication. Co-officers are not permitted, and Chapters cannot modify the officer structure.

- 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.
- All volunteers must complete the specified Unite For Sight training and submit a \$24 donation;

### **Chapter Activities**

- The Chapter is required to hold at least 2 fundraising activities per month, and all fundraisers must be approved in advance by Unite For Sight;
- The Chapter is required to hold at least 2 community-based programs per month, including at least one teacher training workshop per semester, and at least one community center staff training workshop per semester;
- The Chapter confirms understanding that chapter volunteers are prohibited from activities that involve any eye tests, including diagnosing any eye condition or other disease, or providing any eye or visual acuity 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, and a description of each program; and
- At least one (1) officer from the Chapter is strongly urged to attend Global Health and Innovation Conference, a conference presented annually by Unite For Sight.

### **Management Responsibilities**

- Chapter officers are responsible for enforcing the Unite For Sight policies and requirements; and
- Chapter officers are also responsible for the Chapter's compliance with the guidelines set forth in the Unite For Sight Chapter Manual; and
- If an officer does not adhere to the Unite For Sight policies or requirements, the chapter officer(s) may be terminated for failure to adhere to Unite For Sight's chapter policies and procedures. Termination will be provided in writing to Chapter officers and volunteers, Chapter advisor, and the Chapter's affiliated university; and

### **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, Chapter advisor, and the Chapter's affiliated university;
- All materials and programs furnished by the Organization will remain the sole and exclusive property of the Organization. The Chapter officers agree not to directly or indirectly compete with the Organization and its successors and assigns during the Chapter Charter term and for a period of 3 years following the term. The term "non compete" as used herein shall mean that the Chapter and its officers shall not manage, operate, or start a student organization at the Chapter's university that is substantially similar to, or competitive with, the present programs of the Organization.

**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. We understand that to qualify as a Chapter, we are required to abide by the Chapter requirements. We petition for Chapter status with a minimum of 5 signatures of Unite For Sight Chapter officers.

**CHAPTER UNIVERSITY AFFILIATION:** \_\_\_\_\_

Type University Name

**APPLICANTS**

<u>Name (Please Print)</u>	<u>Signature</u>	<u>Office</u>	<u>Email Address (Please Print)</u>
_____	_____	President (Chapter Leader)	_____
_____	_____	Chair	_____
_____	_____	VP of Campus Fundraising	_____
_____	_____	VP of Fundraising Outreach	_____
_____	_____	VP of Finance	_____
_____	_____	VP of School Outreach	_____
_____	_____	VP of Community Outreach	_____
_____	_____	VP of Communication	_____

**All officers signing this Chapter Charter must already have completed registration and training for the 2011-2012 academic year. A Chapter Charter will not be approved if any officers have not yet completed training.**

**CORRESPONDENCE ADDRESS**

Please forward Chapter correspondence, until otherwise advised, to

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(Name of Chapter Leader) (Address)

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(Phone) (e-mail)

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Chapters are required to fund any operational expenses (i.e. copying, etc.) using funding from their university'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 university?** \_\_\_\_\_

**How much funding will you receive from your university this academic year?** \_\_\_\_\_

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Approval of Unite for Sight

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Name and Title

DATE: \_\_\_\_\_