



OXFAM CLUBS PARTNERSHIP AGREEMENT

MISSION STATEMENT

As the Oxfam Club at (insert school) _____, our mission is:

RESPONSIBILITIES FOR STUDENT LEADERS

Oxfam Clubs agree to:

1. Form or join an Oxfam America Club or similar social justice group on campus.
2. Respect and encourage one another in our projects.
3. Share our knowledge and resources with other interested individuals and groups on our campuses and communities.
4. Create and maintain an ongoing network of past and current Oxfam Club members who represent various professions and fields in the hopes that Club Leaders continue to work together for social change as opportunities arise.
5. Register our club annually, sign the Oxfam Clubs Partnership Agreement, and be active participants on Oxfam Club platforms.
6. Share this agreement with our campus advisor before signing the contract.

Each Club or Club Leader will:

7. Implement a project, program, or campaign on campus focused on at least one of Oxfam's advocacy campaigns.
8. Engage in a bi-monthly Club check-in call with Oxfam staff to determine progress, facilitate action plans, and help Club Leaders/Members attain personal goals. Anyone in the club can join this call, thus engaging more students with Oxfam staff and the organization.
 - Failure to report why a club has not turned in event reports or contacted staff for support will result in disqualification, after which clubs will have to re-register their club. Staff will attempt to reach out three times to Oxfam Clubs by email and text requesting updates. Following six months of club inactivity or lack of communication the club will be removed from our club roster.
9. Uphold [feminist](#) and [partnership](#) principles. The feminist principles should be part of an ongoing conversation Clubs' executive board and new club members.
10. Consult with Oxfam staff, other Oxfam Clubs, and utilize Basecamp to maximize support.
11. Strive to create and uphold a Club Legacy Document.
12. Strive to recruit and mentor at least one student to attend the CHANGE Training. Club leaders should, in general, commit themselves to encourage leadership development, engagement, and personal growth within their club members.
13. Submit **20 new contacts** to Oxfam every month (includes petition signatures and new Club member contacts).
14. Host 3-5 events on campus each semester. *Event definition at the end of the document.* *
15. **Turn in a club action plan the first week of September.** In the case of newly established clubs, action plans will be turned in one month after club registration with Oxfam.

16. For Club members who have attended Oxfam's CHANGE training, be responsible to organize and present **two workshops** for the Oxfam Club during the academic school year. Recommended: one workshop per semester on leadership development Club member empowerment, or another Oxfam related topic. These workshops will be reported in the monthly event report.

COMMUNICATION

17. **Oxfam Club Leaders will have** access to an online Club Platform (Basecamp), which lists known Oxfam Clubs, Club Leaders, contact information, Club resources, and projects done or in progress. This platform will be accessible to all known Oxfam Clubs and the space will foster communication between active and past members/leaders and Oxfam staff.
18. **Oxfam Club Reporting:** All clubs will submit an [event report](#) within a week of the club event or a monthly event report on the 5th of each month during the school year. Additionally, an end of semester written reflection describing the club's strengths, experiences, areas for improvement, leadership transitions, and club input will be sent. All reports demonstrate Oxfam Clubs' impact. A link for these reports will be sent via email or posted by Oxfam staff every month. Failure to communicate why a monthly report is late after three warnings will lead to disqualification of a clubs' membership status.
 - a. **Event reports vs. Monthly Club reports vs. Semester reports:** Event reports are submitted right after an event. Monthly reports are submitted *if* a club did not submit an event report already that month. Semester reports reflect the entire semester and are due in December and May. All reports can be submitted by any member of the Club's executive group.
19. Oxfam Clubs can amend and ratify the Oxfam Clubs Partnership Agreement. This agreement will be reviewed annually at the CHANGE Training. Changes can be proposed by any Club Leader. Amendments will be reviewed by all active clubs via an email poll and must have the sign-off of Oxfam America and current Club Leaders prior to group ratification.

PARTICIPATION

20. As Oxfam Club Leaders, we have all made a commitment to ourselves, Oxfam, our school, our peers, our community and the world in order to work for social, economic, and political justice. If anyone chooses not to fulfill or cannot fulfill (for reasons beyond their control) their Club responsibilities, the group asks them to re-evaluate their participation in the Oxfam Club Network.
21. If a Club Leader withdraws from the program, we ask that the individual let the group know. Oxfam America reserves the right to remove Clubs or Club Members from the program should they fail to uphold their responsibilities.
22. Club Leaders will strive to connect with other universities to foster new Oxfam chapters and/or contribute new ideas to advance the progress of Oxfam Clubs.

RESPONSIBILITIES FOR OXFAM AMERICA

1. Oxfam Staff will provide an updated club packet yearly that includes resources to support Oxfam Clubs. (e.g. updated campaign info and materials, club roles and responsibilities, club agreement, etc.).
2. Oxfam staff will provide professional development opportunities and connect Oxfam Clubs/Members with relevant Oxfam staff in the area to network and partner on events when available.
3. Oxfam Staff will provide resources and facilitate communication within clubs by:

- A. Providing regional communication, both face to face and electronically.
 - B. Scheduling and coordinating bi-monthly club calls and club video sessions as requested
 - C. Responding to and following up on all Oxfam Clubs inquiries received.
4. Oxfam Staff can provide limited funding to support Oxfam Clubs. See below for more information on funding.

FUNDING

Conferences: Oxfam staff will provide full or partial funding for active and committed Oxfam Club members to attend and present at relevant conferences and workshops. Interested Clubs/Club Members should contact staff 2-5 months before the conference and fill out a Conference Funding Request. Representing Oxfam at a conference and securing funding from additional sources increases the likelihood that an application will be approved.

Regional Trainings: Oxfam Clubs interested in hosting one day trainings with Oxfam staff and other clubs are encouraged to talk with Oxfam staff about ways to collaborate, build an agenda, and cover the cost of a regional training. Proposals submitted by multiple university clubs working together will be given priority.

Club Funding: Oxfam staff is committed to working with Oxfam Clubs that need additional resources to establish or strengthen their Oxfam Club, especially during their first year. Interested Clubs will be able to apply for \$25-100 of funding via an online form. Oxfam staff will review all funding requests and approve them on a case by case basis and notify the club about its proposal. All clubs that receive funding from Oxfam will need to submit proof of the expense.

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DEFINITION OF AN EVENT

An event is defined as a public gathering of an Oxfam Club and the general public to promote Oxfam’s campaigns and brand. Examples include: large tabling events on campus, event collaborations with other organizations, Oxfam Hunger Banquet events and Oxfam Jams, classroom presentations, film screenings, workshops, and other public facing or campus participation activities. Oxfam Club Meetings are generally not considered events as they are an internal gathering for members who are already involved. A club recruitment night, however, can be considered an event if the club is bringing new people in.

ACKNOWLEDGEMENT OF AGREEMENT

I have read and reviewed the agreement form with my advisor, executive team, and current club members, and all parties have agreed to follow the contract as expressed in this document.

X

Oxfam Club President Signature
Oxfam Club at

X

Oxfam Youth Engagement Team
Oxfam America