



UNIGHT
FOR THE CHILDREN OF UGANDA

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CHAPTER STARTING GUIDE

UNIGHT CHAPTER STARTING CHECK LIST

- Fill out Chapter Registration Form. Email completed form to uNIGHT at daniella@unight.org or katie@unight.org.
- Contact Daniella, uNight Director, or Katie, Chapter Development Coordinator, to inform us of your intent to launch a chapter at your school, college or institution.
- Read through this Chapter Starting Guide.
- Find other concerned and motivated students to help you start a chapter.
- Contact your office of student affairs to determine the steps and regulations around starting an organization at your school.
- Have your first uNight meeting!

WELCOME TO UNIGHT: FOR THE CHILDREN OF UGANDA

uNight is a New York-based not-for-profit organization dedicated to building an effective grassroots constituency in the United States and United Kingdom to end the 19-year long war on the children of Uganda.

uNight works closely with grassroots and faith-based organizations, student groups, and the private sector to raise public awareness and find innovative ways to address the humanitarian catastrophe in northern Uganda.

19 years of conflict and a nation devastated:

Since 1986, Uganda has been ravaged by a war that has claimed over 250,000 lives and forced more than 2 million people to live in squalid camps where over 1,000 people die each week. Over 20,000 children in northern Uganda have been abducted by a brutal rebel army who mutilate, sexually abuse, and force their child victims to kill their parents and friends. Yet despite the magnitude of the problem, the American public remains largely unaware of this horrendous conflict, which has been called the world's worst forgotten crisis.



uNIGHT STRUCTURE

Director: Daniella Boston

Committees:

- o Development (Fundraising) Committee
- o Finance Committee
- o Human Resources & Hospitality Committee
- o Event Planning & Spring Walk Committee
- o Uganda Program Committee
- o USA Program/ Advocacy & Outreach Committee
- o Media and Public Relations Committee

Board of Directors:

- o Ochoro E. Otunno
- o Daniella L. Boston
- o Rt. Rev. Bishop Benoni Ogwal-Abwang
- o Rt, Rev. Bishop Macleod Baker Ochola

STEPS TO STARTING A CHAPTER

If you are ready to a uNIGHT chapter, follow these easy steps to get the ball rolling. These are only recommended steps in starting a chapter and can be modified to suit your campus's needs. Feel free to send questions, lessons learned, and new ideas to daniella@unight.org or katie@unight.org

STEP 1: REGISTER WITH uNIGHT

Make sure that you send a registration form (available online and at the end of this guide) to the Chapter Development Coordinator at katie@unight.org.

STEP 2: FOLLOW REQUIRED CAMPUS STEPS FOR ESTABLISHING AN ORGANIZATION

Visit your campus office of student activities and investigate the steps required for starting a student-directed organization. This will probably entail an application form and a certain number of signatures (petition).

STEP 3: FIND ALLIES

Starting any organization requires a critical group of dedicated people. Tap into your friends and classmates. Look for people in courses related to political science, international relations, human rights and Africa. Reach out to students who are a part of social justice related organizations who might be interested.

Also try to find a faculty advisor for your group who is interested in global justice issues or social movements. Check your school's website for professors' bios to start your search, or find out which professors teach on human rights issues.

STEP 4: BUILD INTEREST ON CAMPUS

With your core group of members, get together and plan your first campus-wide



educational event. This event should be simple and straightforward; its intention is to gather an interest in uNight on your campus. You can do a general introduction, explaining the history and current crisis in northern Uganda, and introduce student activism as an effective and empowering way for students to contribute to its end. The event itself could be a visual presentation, a screening of a documentary film on northern Uganda, or a discussion-based event following a related lecture. Whatever the format of your event, make sure that you carefully consider all of the tasks that need to be completed before the event.

Discuss uNight and your intention to launch a chapter. Give attendees the necessary info about how to get involved, including the time and place of first real meeting. If possible, distribute materials for people to read and keep that outline the crisis in Uganda and the effectiveness of grassroots movements. We can provide you with uNight materials. Don't forget to pass around a sign-in sheet to collect all the attendee's names, emails, phone numbers.

STEP 5: HOLD THE FIRST MEETING

The purpose of the first campus-wide meeting is to bring in everyone who wants to participate in the chapter to set up the structure of the group and to start planning its first advocacy campaign. Look at the "How to Run an Effective First Meeting" section for a sample agenda as well as tips on what to include and how to go about facilitating an initial uNight meeting.

...AND FOLLOW UP

Have the secretary send out minutes/notes from the first meeting, including assignments and their deadlines. Check-in with everyone to make sure assignments are being completed and to offer them help and support. A friendly phone call or email to those assigned tasks is a good way to ensure progress.

STEP 6: UNIGHT!

At each following meeting you will check in on progress made, plan new parts of your first advocacy activity, and discuss other activities your chapter can pursue. On-going activities can include:

- Awareness-raising events for the campus and community (documentary screenings, speaker series, solidarity walks, etc)
- Letter-writing campaigns;
- Fundraising activities and events;
- Recruiting new members and building a base of support among other campus groups;
- Write editorials for local newspapers.

uNight is here to help sustain chapter energy and productivity. Never hesitate to contact us for ideas.

REQUIREMENTS FOR UNIGHT CHAPTERS:

- Endorse the Mission and Vision Statements of uNight: For the Children of Uganda.
- Have chapter leadership that are chosen democratically and whose contact information is noted on the chapter registration form. Make decisions that are transparent and open to all members of your chapter. Chapter leadership should



not be allowed to make decisions on behalf of the chapter without their knowledge! All members should have a say in chapter decision-making.

- Complete the chapter pre-registration and annual update forms when appropriate (when starting a chapter and at the end of each school year).
- Conduct at least one advocacy campaign per semester.
- Never discriminate against potential chapter members on the basis of race, gender, sexual orientation, religion, nation or origin, economic status, political party affiliation, health status, familial status, or age.

EXPECTATIONS FOR A UNIGHT CHAPTER:

- Contribute yearly chapter dues (funded by your campus or raised by the chapter). Chapter dues are used to pay for materials development for campus projects and to fund advocacy activities.
- Be recognized as an official campus organization for increased access to funding, materials, rooms on campus, etc. This is not essential, but will ease the process significantly.

UNIGHT CHAPTER ROLES AND RESPONSIBILITIES

This is a set of recommendations for how to structure your uNIGHT chapter. Of course each chapter is different and should always do what best fits an individual chapter, but keep in mind the following suggestions.

Chapter Leader (Required)

The Chapter Leader is responsible for the general organization of the chapter and ensuring that its advocacy campaigns, fundraising efforts and other activities are running smoothly. The Chapter Leader is responsible for communicating with the uNight headquarters regarding the status and activities of the chapter. Finally, the Chapter Leader is responsible for regularly informing the chapter about national uNight activities like conferences, fundraising events, relief projects in Uganda; national lobbying efforts and solidarity walks.

Advocacy Officer

The Advocacy Officer will work closely with other core members—considering events, fundraising, and media will also center on awareness-raising. The Advocacy Officer's primary task will be strategizing ways to pressure our national government into action. Whether through letter-writing campaigns or demonstrations, the Advocacy Officer will be expected to spearhead the campus movement.

Event Planning Officer

The Event Planning Officer leads a team of uNight members in establishing core events to raise awareness on the crisis in northern Uganda on campus and in the greater community. Events can range from panel speaker series, documentary film screenings, teach-ins, demonstrations, etc. Creativity is key for this role. Responsibilities include strategically mapping out events for the year; securing locations, recruiting speakers and discussion leaders, advertising the events, and coordinating all foreseeable logistics.

Fundraising Coordinator

Fundraising is always a challenging task, but absolutely essential to the survival of uNight. uNight requires operational funding, as well as financial support for projects on-the-ground in Uganda. The Fundraising Coordinator will establish a



team of committed members to arrange fundraising efforts, including grant-writing, walk-a-thons, concerts or gathering with required/suggested donations, etc. The Fundraising Coordinator will be expected to work closely with the Chapter treasurer to ensure all the Chapter's funds are accurately recorded.

Public Relations and Media Officer

The Public Relations (PR) and Media Officer is responsible for advertising for all uNight events and ensuring that all events are covered by local media. The first step should be to get an article in your campus or local newspaper.

Secretary

The Secretary takes minutes at chapter meetings and distributes them to all chapter members. The Secretary also maintains a database of chapter members and their contact information. Finally, the Secretary keeps track all of the concrete actions that are assigned during meetings, who is supposed to complete the actions, and by what date. The Secretary then sends reminder emails and personally calls individuals who sign up for certain tasks to ensure that they are completed – in other words, he or she serves as the “task-master.”

Treasurer

The treasurer applies for college funding (based on chapter recommendations) and manages the chapter's financial resources. The treasurer will be responsible for drafting a budget, based on the funds available, and working with the Fundraising Officer to raise money for uNight's national campaign.

If you have any questions about or suggestions on how to run a chapter, or are having difficulties with the operation of your chapter, please do not hesitate to contact Katie, the chapter development coordinator, katie@unight.or

HOW TO RUN AN EFFECTIVE FIRST MEETING

PLAN AHEAD

Prior to the first meeting, gather your core members to figure out what needs to be done before the first official meeting actually takes place. Make a list of what you hope to accomplish in the first meeting and what materials or other tasks need to be taken care of in order to meet your goals. For instance, securing a location, publicizing the event and preparing materials must be done well in advance.

PUBLICIZE

Do everything and anything possible to make sure that your campus knows that uNight is starting a chapter and when and where your first meeting will happen. Posters, flyers, tabling in central campus areas, ads and editorials in the school paper, announcements in social-justice related classes and student dorms, advertising at an activities fair—be creative to get the word out.

FACILITATE

Once people have arrived and are ready to participate in your campus's first uNight meeting, it is the job of those involved in the planning to make sure people leave excited about uNight and considering joining as a member. Here are some sugges-



tions to maximize the recruitment of committed members for your chapter:

- Choose one person to facilitate the meeting. The facilitator should not dominate the conversation during the meeting, but should make sure that the meeting stays as on-task as possible. It is up to the facilitator to guide conversation and to make sure everyone gets his/her word in when desired.
- Make sure everyone feels welcome – especially new people who have not yet been exposed to uNight and the devastation in northern Uganda. Speak clearly and simply on the issues at hand and the strategies uNight will follow to end the conflict.
- Make sure everyone feels comfortable. Listen to people when they speak, and do not put anyone on the spot. How a person feels during a meeting will have an effect their willingness to return.
- Lighten up the atmosphere. Hearing about uNight, the slow motion genocide in northern Uganda and grassroots activism for the first time is overwhelming. Awareness around the situation in Uganda is tragically low and attendees should not be expected to know anything about the mentioned topics, but should simply have the desire to proactively contribute to the cause. We can do some really serious and important work without being too somber. The point should be for attendees to leave with a sense of hope and excitement for the work ahead of us.
- Follow an agenda. This should have been developed during the planning/organizing stages of this process. Post your agenda or pass it out to people when they arrive so they know what to expect.
- Take some preliminary action, no matter how small. By providing petitions or sample letters to Congress, sends the message that uNight is about action rather than awareness or concern.

PARTICIPATION.

If possible, go around the group and have everyone share something they are excited about related to the meeting that just occurred. Everyone's voice should be heard.



UNIGHT
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UNIGHT CHAPTER REGISTRATION FORM

Email to daniella@unight.org

1) SCHOOL AND SCHOOL LOCATION

2) CONTACT PERSON

Name:

Email Address:

Phone number(s):

Mailing Address for you during the school year:

Expected Year of Graduation:

3) NAMES AND CONTACT INFO OF ANY OTHER PEOPLE STARTING THE CHAPTER

Name:

Email Address:

Phone number(s):

Mailing Address for you during the school year:

Expected Year of Graduation:

Name:

Email Address:

Phone number(s):

Mailing Address for you during the school year:

Expected Year of Graduation:

4) HOW DID YOU LEARN ABOUT UNIGHT?

5) HAVE YOU MADE ANY PROGRESS TOWARD STARTING A CHAPTER AT YOUR SCHOOL? IF SO, WHAT HAVE YOU ACCOMPLISHED?

6) WHAT NEXT STEPS ARE YOU CONSIDERING?

7) COMMENTS, QUESTIONS, OTHER: