

Club Guide

Everything you need to start and run a successful FIH Club

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Welcome!

Fade Into Hue is excited that you are starting your own FIH Club at your school or community. Starting a club can be difficult. More importantly, running a club can be even more challenging. But good news, Fade Into Hue is here to help! If you use this guide, you will have all the tools you need to start and run a successful FIH (pronounced "fee") Club. Remember, the purpose of this club is to build community and raise awareness for important women's issues. To do this, you need to be a leader! As the founder of this FIH Club Chapter, make sure you are organized. Use this guide, our calendar, and club resources to ensure you are recognizing the monthly themes and are doing some form of action and community building every month. Now, let's get started!

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Leadership

- President
 - Plans the agenda for each meeting and ensures that one event and community building exercise occurs each month according to the club calendar.
- Secretary
 - Takes meeting notes and creates a system to share these notes with the members and leaders after every meeting.
- Treasurer
 - Organizes the funds and ensures the club follows FIH's guidelines.
- Events Planner
 - Coordinates between the club and other parties to organize events. However, events should not be solely organized by the event planner.
- Communications Officer
 - Manages the Instagram and creates flyers and infographics for events/monthly topic.



Members and Advisor

The members must attend all meetings unless they have an excused absence. Members must participate in all community building exercises and work alongside leaders to spread awareness for the monthly topics, plan, and organize events.

Each Club Chapter should have an advisor that is either a teacher or parent of a member. However, this should be someone the whole club feels comfortable with. The advisor must ensure that all guidelines and rules are met and should supervise every club meeting and event.





- Instagram
 - Every Club Chapter should create an instagram account titled @thenameofyourschoolFIHClub
 - Make sure to tag @fadeintohue in all instagram posts and use the hashtags #fadeintohue #huegirlscommunity #FIHClub.
 - Post pictures of your monthly events, community building exercises meetings, etc.
 - Make your instagram public

Guidelines

- Hours
 - Members must spend a minimum of two hours each week, which include meetings.
 - Leaders must spend a minimum of 3 hours each week, which includes meetings.
 - President should be spending a minimum of 5 hours each week including meetings.
- Meetings, Events, Activities
 - A meeting should be held at least once a week for one hour.
 - 2-3 events should be held every school year, and it must correspond to the monthly topic (try to do an event every month if probable).
 - A community building exercise should occur at least once a month as well.
- Fundraising
 - The club must fundraise a minimum of \$300. There is no minimum or maximum number of fundraisers the club can hold annually.
 - All funds must be submitted to Fade Into Hue by the deadline listed on the website. Failure to do so will resort in the disbanding of the club chapter.
 - We ask that the members and leaders are not forced to donate any money to reach the fundraising goal. If members or leaders want to donate money, they may. However, there is no monetary requirement to be apart of the club.
 - We also ask that the club accounts for seperate fees and subtracts this from the total revenue made. Only profits should be sent to Fade Into Hue; we do not cover any expenses.

"Diversity is about all of us, and about us having to figure out how to walk through this world together."

Jacqueline Woodson

TIPS AND ADVICE

ORGANIZING EVENTS AND FUNDRAISING

1. Go to our club calendar for ideas on events and community building exercises for each month. We also include some innovative fundraising events that we are sure you will love!
2. Always fundraise! Create a GoFundMe page and mention on your instagram to donate. You don't need to hold an event to raise money! You can also put up posters around your school or community to reach more people.
3. Use our club resources. This includes sample posters and activities that you can use for events and meetings. You can also use them as inspiration to make your own materials.



4. Plan! Plan! Plan! You should start planning and organizing each monthly event by the second week of that month. This will give you enough time to sort ideas and ensure that the event is successful and efficient.
5. Consult your advisor. Your advisor is there to help you, and if there is something you don't know how to do or need assistance on, they are likely going to be able to help you.
6. Contact us! Fade Into Hue is always willing to provide additional guidance and support if needed. Especially, If you are having trouble meeting guidelines, contact us as soon as possible and we can likely help:)

"NO ONE HAS EVER BECOME POOR BY GIVING." - ANNE FRANK