



## **INTRODUCTORY STATEMENT**

On behalf of the entire team, I would like to welcome you to the Orphan Assistance Fund. We are excited to work closely with you in order to better the lives of orphans in developing countries, and thank you for expressing interest in opening an Orphan Assistance Fund Club (OAFC) at your school!

My name is Andrew, and I am the CEO and co-founder of the Orphan Assistance Fund. I am a student at Edison High School in Huntington Beach, California, where I am a member of Model United Nations (MUN) and the tennis team, among other activities. As students in MUN, my co-founders and I were exposed to the many harsh realities of the world we live in, and realized that even as students, we had the potential to create significant and tangible change in the lives of those less fortunate.

With determination and resolve, we created the Orphan Assistance Fund, an IRS-certified 501c3 nonprofit organization dedicated to ensuring the prosperity of orphans around the globe. I am often asked why my co-founders and I chose this as the mission for our nonprofit. In my opinion, the plight of the orphan is one of, if not the most, pitiful of all disadvantaged groups. Orphans did not choose, or have any control, over the world which they were so unfairly thrust into. From the very beginning of their lives, they have lacked the financial and emotional support of loving parents. In developing countries, which lack an advanced foster care system, these children are subject to deplorable living standards, child labor, abuse, and general neglect. They have never felt the comfort of a consoling dad. They have never cried into the shoulder of an adoring mom. Bluntly put, they have no one in this vast world to turn to. While we can never truly replace the love and affection of a mom or a dad, we can, at the very least, create new opportunities and provide financial assistance to these children, in order to give them a fairer shot at achieving their dreams and aspirations in life.

I hope that from this brief introduction to myself, and to the Orphan Assistance Fund, you will have gained a newfound appreciation and understanding of the work we intend to do, and why we seek to do it. We welcome you again to this endeavor, and thank you for joining us.

Warmly,  
Andrew K. Nguyen  
CEO Orphan Assistance Fund



## **GUIDELINES GOVERNING ORPHAN ASSISTANCE FUND CLUBS (OAFCS)**

The purpose of the OAFCS is to increase the presence and effectiveness of the Orphan Assistance Fund. OAFCS are subsidiaries of the Orphan Assistance Fund, and as such, are expected to comply with certain standards, practices, and regulations put in place by the nonprofit. While OAFCS will be given a certain level of autonomy in their day-to-day operations, and in the events which they hold, the following principles are rigid, and it is expected that OAFCS comply with them firmly at all times, unless otherwise told by an officer of the Orphan Assistance Fund. OAFCS officers should use these principles when planning club events or activities.

- 1. OAFCS may hold events not officially sponsored or hosted by the Orphan Assistance Fund so long as said events are in direct compliance with the Orphan Assistance Fund's mission statement: to aid orphans, particularly, but not exclusively, in developing nations.**
- 2. If OAFCS hold events not officially sponsored or hosted by the Orphan Assistance Fund, and given that they meet the first requirement outlined above, they must contact the CEO of Orphan Assistance Fund for approval prior to holding the event.**
- 3. OAFCS may not hold any events which endorse or benefit a political party, political organization, or individual seeking or currently holding a political office.**
- 4. OAFCS may partner with other organizations or clubs, given that such a collaboration would meet the first requirement outlined in the above. Any partnership(s) must be approved by the CEO of Orphan Assistance Fund in advance.**
- 5. If there is ever any concern or confusion regarding these regulations, contact the CEO of Orphan Assistance Fund for guidance.**



## **ORPHAN ASSISTANCE FUND CLUB (O AFC) CHARTER GUIDELINES**

The following template is an official set of guidance from the Orphan Assistance Fund, meant to assist individuals interested in opening an Orphan Assistance Fund Club (O AFC).

It is strongly recommended that club presidents adhere to these guidelines when drafting the O AFC charter at their school, and when subsequently running their club, in order to create uniformity between O AFCs at different schools. These guidelines are generic and intended to be applicable at most high schools, however some exceptions may apply depending upon the high school.

If a club president deems any of these guidelines to be unfeasible, impractical, or otherwise inappropriate at their particular school, please contact the CEO of Orphan Assistance Fund for further instructions. Similarly, if club presidents seek to differentiate from the guidelines in this document, please contact the CEO prior to doing so.

### **NAME**

The name of the club shall be the Orphan Assistance Fund Club (O AFC) **or** the Orphan Assistance Fund Club - (insert name/initials of high school).

Ex. Orphan Assistance Fund Club - Edison High School (O AFC-EHS)

### **PURPOSE**

The purpose(s) of the O AFC shall be to: solicit funds for orphans in developing nations in accordance with the standards laid out by the Orphan Assistance Fund nonprofit, engage in projects/partnerships/events hosted by the Orphan Assistance Fund nonprofit or partner entity, and provide a platform for general activism and service.

\*Club presidents should reach out to the CEO of Orphan Assistance Fund for approval prior to adding purposes not mentioned in the above.

### **MEMBERSHIP**

The membership of O AFC shall consist of any and all students currently enrolled at each respective high school. Members will be accepted regardless of academic standing or previous infractions, however any serious infractions committed by members while attending club events or functions may be grounds for removal from the club.

## **OFFICERS AND THEIR RESPECTIVE DUTIES**

The following is a list of suggested officers of any OAFC, and their respective responsibilities.

\*The duties described below are merely suggestions, and officers may hold additional/other duties and responsibilities depending on what each club president deems most effective.

\*Club presidents may add other officer positions if they deem it effective. Other positions may include, but are not limited to: Publicity Chair, Tech Chair, Class Reps, etc.

### **1. President:**

- a. He/she shall schedule and arrange club functions and events
- b. He/she shall arrange and manage all club meetings
- c. He/she shall oversee all other members/officers of the club
- d. He/she will report/get instruction directly from the CEO of the Orphan Assistance Fund

### **2. Vice President:**

- a. He/she shall assume all roles of the President if the President is absent and/or unable to perform their duties for any reason
- b. He/she shall assist the President in any other manner which the President deems fit

### **3. Secretary:**

- a. He/she shall track member attendance and volunteer hours, and submit them on a regular basis to the Secretary of the Orphan Assistance Fund for recordkeeping
- b. He/she shall maintain all club filings and oversee any paperwork related to the club

### **4. Treasurer:**

- a. He/she shall oversee finances related to the club, including fees, donations, and all other monetary matters
- b. He/she shall keep accurate and current accounts of any financial transactions carried out by the club, and submit them on a regular basis to the CFO of the Orphan Assistance Fund for recordkeeping



## **ELECTION OF OFFICERS**

It is strongly encouraged that elections for club officers take place in March annually, thus allowing the newly elected leaders a few months to work closely with the outgoing administration before they assume these roles at the beginning of the next school year. This will allow a smooth transition, and provide the new leadership with the opportunity to observe their roles more thoroughly before they assume them.

In order to be eligible for voting, an individual must be a registered member of OAFC, who has paid their dues to the club for that year.

It is recommended that each term for an officer be one year, but there shall be no guideline which prevents an officer from running and holding a position for more than one term.

## **FINANCES, FEES, AND DUES**

All proceeds collected from OAFC events will be donated to the Orphan Assistance Fund, although certain OAFC costs may be covered by the Orphan Assistance Fund, on a case-by-case basis. OAFCs must report and provide accurate statements of all financial transactions on a monthly basis.

OAFCs may solicit funds for their own purposes, but must seek approval from the CEO of Orphan Assistance Fund prior to engaging in such activities. Likewise, any expenses which OAFCs seek to have paid by the Orphan Assistance Fund must similarly be requested from the CEO.

## **ACTIVITIES**

OAFCs will regularly engage in activities which are hosted by the Orphan Assistance Fund. OAFCs may also host their own events, either individually, with other OAFCs, or with other clubs/organizations, as long as these events comply with the principles found on “Guidelines Governing Orphan Assistance Fund Clubs (OAFCs).”

Any activities not officially hosted by the Orphan Assistance Fund must be approved by the CEO of Orphan Assistance Fund prior to its commencement.

## **MEETINGS**

It is recommended that OAFCs have meetings on a weekly basis for all members, although the day and time will vary depending on each OAFC.