

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERIO NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

July 2, 1982

MEMORANDUM
No. 159, s. 1982

1982-1983 COLLEGE RED CROSS MEMBERSHIP DRIVE

To Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The 1982-1983 Red Cross youth membership drive for college students will be conducted on August 1-31, 1982. A membership fee of ₱2.00 per member will be collected by the local Red Cross Chapter, 40 per cent of which will go back to the college to finance its Red Cross activities.

2. In view of the laudable projects of this organization and the need to involve our young people in this humanitarian undertaking, this Office endorses this drive and enjoins college students to give their full support and wholehearted cooperation in this membership drive. Inclosed are the following: Guidelines in the Formation of Red Cross Youth Councils, Fund Raising Policy, Constitution and By Laws and Suggested Activities.

3. It is further requested that colleges and universities organize their College Red Cross Youth Councils which shall be composed of officers elected by members whose main function shall be to plan, implement and coordinate all Red Cross activities in the college. The Council shall be guided by a faculty adviser appointed by the head of the college or university.

4. Immediate dissemination of the contents of this Memorandum to all concerned is desired.

(SGD.) FERMEGILDO C. DUMLAO
Acting Minister

Incls.

As stated

Reference:

MEC Memorandum No. 176, s. 1979

Allotment 1-3-4 (D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:

CAMPAIGN / STUDENTS
SOCIETY or ASSOCIATIONS / UNIVERSITIES and COLLEGES

SUGGESTED BY-LAWS OF THE
COLLEGE RED CROSS YOUTH COUNCIL

ARTICLE I - NAME

The name of the council shall be the _____.

ARTICLE II - BASIC AIM

The basic aim of the _____ is to develop in college students the spirit of humanitarianism and social service through participation in Red Cross activities by furnishing them with all the means to realize these activities within the framework of the Philippine National Red Cross.

ARTICLE III - MEMBERSHIP

SECTION 1 - Membership shall be voluntary to all college or university students. The college members will be known as Red Cross Youth.

SECTION 2 - The annual membership fee will be ₱ 2.00.

SECTION 3 - Every member shall be issued a membership card upon payment of the membership fee.

ARTICLE IV - THE RED CROSS YOUTH CENTER

The Center of activities of the members shall be known as the Red Cross Youth Center of _____ (name of College of University) _____ of _____ (name of local Red Cross Chapter)

ARTICLE V - OBJECTIVES OF RED CROSS CENTERS

The objectives of the Red Cross Youth Center are as follows:

- A. To serve as an information center to students about any feature of the Red Cross.
- B. To serve as the focal point through which incoming Red Cross services can be coordinated.
- C. To serve as outlets for college Red Cross volunteer services to the community.
- D. To enable the college community to learn about and obtain Red Cross services available to students and their families.
- E. To assist the university in disaster preparedness planning and safety procedures.

ARTICLE VI- DECLARATION OF PRINCIPLES

SECTION 1 - Every member shall bind himself to the following general principles:

- A. The organization shall adhere to the policies within the framework of the Philippine National Red Cross.
- B. Every member should adhere to the objectives for which the Council was conceived and to which it is deducted.
- C. All members shall maintain a spirit of world brotherhood, friendliness and helpfulness.

ARTICLE VII - ORGANIZATION AND ADMINISTRATION

SECTION 1 - The Organization and Administration of the affairs of of the Center shall be vested in the following:

- A. College Red Cross Council to be elected by the college Red Cross members themselves. Fifteen shall be elected during their annual meetings.
- B. A Center Adviser to be designated by the college or university.
- C. A Red Cross Coordinator (Red Cross staff) to serve as liaison between the local chapter and the College Red Cross Youth Center.
- D. The Council shall elect its officers from among themselves.

SECTION 2 - Officers - The officers of the Council shall be the following: President, Vice-President, Secretary, Treasurer, Public Relations Officer and the Auditor. These officers shall compose the Executive Committee of the College Red Cross. The Executive Committee will meet whenever necessary.

ARTICLE VIII - IDENTIFICATION AND AUTHORIZATION

SECTION 1 - For the College Red Cross Youth Center - The Red Cross emblem can be used for center identification purposes after it has been formally organized and chartered by the PNRC Board of Governors.

SECTION 2 - For the Council Members - use of membership card and/or Red Cross Badge.

SECTION 3 - A Red Cross uniform for the College Red Cross Youth Council that can be worn on top of the dress and to be used only when the member is on duty or attending official functions.

ARTICLE IX - ELECTION OF OFFICERS AND
TERM OF OFFICE

SECTION 1 - Election of Officers and Members of the College Red
Cross Youth Council

- A. The general election of the members of the Council shall be held annually within the month of August. Notice of the election shall be sent by the Secretary to all members of the College Red Cross Youth at least two weeks immediately preceding such election.
- B. Immediately after the election of the council members, the officers must be elected by the elected members themselves.

SECTION 2 - Quorum - A majority of all the members shall constitute a quorum.

SECTION 3 - Term of Office - The officers and members of the Council shall hold office for one (1) year from the date of their election and shall have the right to hold over until their respective successors shall have been duly elected and qualified.

ARTICLE X - DUTIES AND RESPONSIBILITIES OF OFFICERS

The College Red Cross Youth Council shall be directly responsible for leading the organization in attaining its objectives and shall keep the local Red Cross chapter as well as the college/university administration informed of the development, activities and needs of the Center.

SECTION 1 - The President shall be the head of the College Red Cross Youth Council and shall call and preside at all council meetings. He shall appoint all committee chairmen and may act as ex-officio members of all committees. It shall be his duty to see to it that all the objectives of the Center and functions of the Council are carried out. He shall perform other duties as those which may be given him by the local Red Cross chapter through the Red Cross coordinator.

SECTION 2 - The Vice-President shall act as the President of the Council in the absence or disability of the President. He shall assist the President and perform such other duties which the President may assign to him from time to time.

SECTION 3 - The Secretary shall be the recorder of all council meetings and shall keep all records, serve notices, execute the directive of the President. He shall perform such duties which ordinarily devolve upon the Secretary of an organization.

SECTION 4 - The Treasurer shall collect, receive and deposit all money in an authorized bank due to the Council. He shall disburse only all authorized expenses, keep an itemized account of all receipts and expenditures and shall render a report of same during the monthly and annual meetings or whenever requested. He shall also take charge of all properties belonging to the Center.

SECTION 5 - The Public Relations Officer shall release appropriate information concerning the Center and its activities, direct the preparation of publications and maintain contacts and foster relationships with other college organizations and to all media of information.

SECTION 6 - The Auditor shall audit the books of the organization quarterly and submit a report thereof to the Council.

ARTICLE XI - MEETINGS

SECTION 1 - MEETINGS of the members of the Council - The Council members shall hold regular bimonthly meetings at such place as may be designated by it. Special meetings shall be called by the President at any time.

SECTION 2 - Quorum - The Majority of the members of the Council shall constitute a quorum in any meeting and the vote of the majority of the quorum shall be binding.

ARTICLE XII - STANDING COMMITTEES

SECTION 1 - The President shall appoint the Chairman of such Committees as he may deem proper to carry out the service, health and international activities of the college Red Cross program.

SECTION 2 - The President shall create the following committee with the approval of the Council:

- A. Disaster Preparedness Relief Committee
- B. Safety Services Committee
- C. Blood Program Committee
- D. Membership & Educational Committee
- E. Nursing Service Committee
- F. Finance Committee

SECTION 3 - All functions and activities of the Council and its committees must adhere to the policies of the Philippine National Red Cross.

ARTICLE XIII - AMENDMENTS

SECTION 1 - The articles of Incorporation may be amended by a two-thirds vote of all the members, at a regular or special meeting called for that purpose or at least 15 days before the date of the meeting.

Adopted on the _____ day of _____
in the City of Manila.

THE COLLEGE RED CROSS YOUTH COUNCIL

- I. Officials - President, Vice President, Secretary, Treasurer, Public Relations Officer and Auditor.
- II. IDENTIFICATION OF COUNCIL MEMBERS - use of RC badges and Red Cross Identification Cards
- III. SUGGESTED RESPONSIBILITIES
 - A. Disseminating information about all aspects of the Red Cross to students and family.
 - B. Recruiting volunteers for community service projects.
 - C. Providing programs for the mentally retarded and swimming projects for the handicapped.
 - D. Coordinating visits of bloodmobiles on campus.
 - E. Arranging for authorized Red Cross services to students and their families.
 - F. Sponsoring such projects as "International Students Day" community orientation programs, "talking letters" and the participating of foreign students in the Red Cross activities.
 - G. Organizing services to the campus community, such as First aid teams, disaster units, Home Nursing and Safety Classes.
 - H. Planning special student service projects in collaboration with trained Red Cross chapter personnel.
 - I. Encouraging student discussion on volunteering social responsibilities, international understanding and consideration of human needs in today's world.
 - J. Organize a Speaker's Bureau to disseminate information about the Red Cross.
 - K. To take part in Red Cross program for the out-of-school youth.

I. HEALTH

- Qualify as instructor in First Aid and Accident Prevention, Swimming, Water Safety and Home Nursing.
- Organize courses on Safety and Home Nursing.
- Man First Units/Teams in College or University Campus.
- Set up committees to sponsor home and school cleanliness and beautification.
- Offer counselling on correct diet and dental health.
- Work with Safety Councils
- Equip First Aid Cabinets
- Participate in anti-disease campaigns (vaccination, anti-tubercular, anti-cancer campaigns; campaign against rodents, insects and flies, etc.)

II. SERVICE

A. At the College University Red Cross Center:

- Organize a "Speakers' Bureau."
- Organize Red Cross Training Course in Disaster Preparedness & Relief.
- Help distribute publicity materials during annual fund-raising campaigns.
- Arrange radio and television programs featuring Red Cross services.
- Report on College RC activities for the college organ and JRC Magazines.
- Set up and man Disaster Relief Team in College.
- Act as tutor to these with learning problems.
- Assist at clinics and dispensaries.
- Perform clerical duties.
- Collect and sort relief materials for disaster victims.
- Prepare gift articles for handicapped and hospitalized children in welfare institutions and tenement-houses.
- Collect recreational materials such as cross-word puzzles, playing cards, chess, books and magazines and native raw materials such as nito, abaca, driftwood, etc. for craftwork of hospitalized veterans in military installation.

A. At the Red Cross NHC and College Offices -

- Act as Office Aides or Receptionist.
- Assist in sorting out of relief goods.
- Assist in the Red Cross conferences, fairs and exhibits.
- Entertain JRC delegates and visitors coming from abroad.

C. At Blood Donor Clinics and Donations -

- Help Red Cross staff set up, collect and pack up equipments
- Assist in the recording of donors
- Entertain donors with a musical program
- Participate actively in Blood Donor Recruitment by distributing leaflets, pamphlets and other publicity materials.
- Map out community for coverage of all prospective donors.
- Telephone to remind persons who pledged to donate blood.

D. At Disaster Centers -

- Assist survey teams to determine extent of disaster.
- Locate people in distress and accompany them to Red Cross Social Work and First Aid Centers.
- Assist in canteens and mobile feeding units.
- Arrange for entertainments such as film showing to evacuees.
- Assist Red Cross staff in First Aid Units.
- Help with records, accounting and clerical duties.

E. At Hospitals and Institution for Children and Adults -

- Provide recreational programs for the handicapped such as teaching them to swim, exercise, dance and sing.
- Assist in the play and physical therapy of handicapped children and adults.
- Arrange programs, entertainments or parties for children in welfare institutions and hospitalized veterans.
- Repair and maintain supply of recreational equipment.
- Make birthday party hats, cards, flower arrangements for the hospitalized during festive seasons.
- Decorate wards, halls waiting rooms and clinics at special occasions or festive seasons.
- Escort hospital visitors.

F. Organized Community development projects such as classes for out-of-school youth during vacations; helping women with their crafts.

- Assist in the survey of illiterates and encourage them to attend literacy classes.
- Teach the three R's to the barrio folks.
- Assist instructors in home nursing, first aid and accident prevention courses.
- Advise on health, hygiene, nutrition and safety projects.
- Assist farmers in using modern methods of farming.
- Help collect vegetable seeds, ornamental plants, and fertilizers for home or backyard gardens.
- Sponsor visits to the homebonds, the aged, and the handicapped.
- Assist in the community entertainments such as amateur hours, "balagtusan", orchestra and band playing and other cultural programs.

III. INTERNATIONAL FRIENDSHIP AND UNDERSTANDING -

- Organize international exhibitions of arts and crafts.
- Arrange talks by foreign students in colleges and universities, clubs and other organizations.
- Keep a bulletin board for international monthly news items.
- Help foreign students and newcomers to feel at home in the school or community.
- Promote and participate in programs of international organizations - ILO, FAO, UNESCO, UNICEF, etc.
- Act as hosts in home hospitality, interpreters and guides to JMC delegates and visitors from abroad.
- Participate in work projects for exchange with youth of other countries - correspondence, art work, handicrafts, musical recordings and photographs.
- Collect relief supplies to aid overseas victims of disaster.

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THE PHILIPPINE NATIONAL RED CROSS
National Headquarters
Manila

POLICY ON FUND RAISING ACTIVITIES
OF RED CROSS YOUTH COUNCILS

1. All activities of Red Cross Youth Councils shall be under supervision and control of the local chapters.
2. Red Cross Youth projects which need funding from external sources (not within the chapter budget) shall have prior approval of the Board of Directors.
3. Authority to raise funds for such projects shall emanate from the Board of Directors with the recommendation of the Chapter Administrator.
4. Authorized fund raising activities of Red Cross Youth Councils can be conducted provided it will not be prejudicial to the attainment of the fund campaign goal of the chapter.
5. All monies/donations received by Red Cross Youth Councils shall be subject to the usual accounting/auditing procedures of the Red Cross.

GUIDELINES IN THE FORMATION OF A RED CROSS YOUTH COUNCIL

1. A Council shall be formed in a Red Cross Youth-enrolled school/college community, in the case of out-of-school youth.
2. This Council shall be formed during or immediately after a membership drive has been conducted in the school/college/community during the school year.
3. The Council shall be organized upon authority by the Chapter Board of Directors.
4. The Council shall be composed of representatives by each class on the basis of not more than two representatives per class/section/unit. It shall be composed of from 7 to 15 officers depending on the size and responsibilities of the members to suit the needs of the local situation.
5. The representatives to the Council shall elect their officers, namely the President, Vice-President, Secretary, Treasurer and Public Relations Officer and other positions which the group deems necessary. The other council members not elected shall serve as Chairman of committee, such as Membership Committee, Safety Committee, etc. The term of office of the council officers and members shall be one year.
6. As soon as the Council is formed, the JRC Teacher-Sponsor/College Youth/Out-of-School Youth Adviser shall report in writing the officer elected and the Council's plan of action for the year to the chapter. The JRC Teacher-Sponsor/College/Out-of-School Youth Adviser shall guide and serve as consultant to the Council officers.
7. The chapter shall formally recognize the formation of a college Red Cross Youth and Out-of-School Youth Council and if qualified, recommend to National Headquarters for a Certificate of Recognition.
8. The Council shall be guided by its By-Laws, suggested activities and functions of the Council Officers and Members.
9. Amounts to be raised by the Council during periods other than membership for specific service projects previously approved by the Red Cross Youth Committee shall be approved by the Chapter Board, the unexpended balance of which shall be credited to the RCY chapter service funds, and made available to other projects of the Council duly approved by the Chapter Board of Directors.