



**LIONS CLUBS INTERNATIONAL
MD-4 DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM**

ADDENDUM 1

**SAMPLE AMERICAN RED CROSS PARTNERSHIP AGREEMENTS FOR A
SINGLE DISTRICT AND FOR MULTIPLE DISTRICTS; SAMPLE AMERICAN
RED CROSS PARTNER SHELTERING DOCUMENT AND LIST**

UPDATED: SEPTEMBER, 2016

Memorandum of Understanding

between

American Red Cross Bay Area Chapter

and

Lions Club International District 4-C4



Lions Clubs International



American Red Cross

I. Purpose

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American Red Cross Bay Area Chapter ("Chapter") and Lions Club 4-C4 ("Lions Club"). This MOU provides a broad framework for cooperation between the two organizations in providing assistance to communities impacted by disaster events. Both Red Cross and Lions Club are a "Party" under this MOU.

II. Independence of Operations

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and financing its own activities.

III. Organization Descriptions

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. The Red Cross depends on the many generous contributions of time, blood, and money from the American public to support its lifesaving services and programs. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

Lions Clubs International Mission

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Lions Clubs International Purpose

To Organize, charter and supervise service clubs to be known as Lions clubs.

To Coordinate the activities and standardize the administration of Lions clubs.

To Create and foster a spirit of understanding among the peoples of the world.

To Promote the principles of good government and good citizenship.

To Take an active interest in the civic, cultural, social and moral welfare of the community.

To Unite the clubs in the bonds of friendship, good fellowship and mutual understanding.

To Provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

To Encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

IV. Methods of Cooperation

In order to establish a partnership between the Lions Club and the Red Cross to provide assistance to communities impacted by disaster events in the United States, the following roles and responsibilities are agreed upon:

1. Communication between organizations

Representatives of the Lions Club and the Red Cross will maintain open communication. Both participants will encourage their respective chapters and affiliates to maintain open communication at the state and local levels. Each participant will share current data regarding disasters (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), disaster situational and operational reports, changes in policy or personnel relating to this MOU, and any additional information pertinent to disaster preparedness and response. *See Attachment A: Organization Contact Information.*

2. Disaster response activities

The Red Cross will:

- Incorporate Lions Club District 4-C4 in its response plans as shelter workers and feeding partners, especially in food preparation and meal distribution;
- Provide trainings, such as Shelter Fundamentals and Psychological First Aid, for Lions Club members; and
- Refer clients to Lions Club District 4-C4 for the purpose of assessing and receiving sight assistance, if applicable.

Lions Club District 4-C4 will:

- Provide personnel to be trained and deployed as shelter and feeding teams in support of the mission of the Red Cross;
- Accept client referrals for assessing and qualifying for sight and other assistance within the mission of Lions Club International; and
- Provide a facility as a reception, meeting space, evacuation center, volunteer intake center, training center, staff shelter, or feeding center.

V. General

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of MOU. If either party desires to use the intellectual property of the other, the "requesting party" should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the "owning party" for review in advance of dissemination or publication.
- b. The Red Cross and Lions Club will keep the public informed of their cooperative efforts.
- c. The Red Cross and Lions Club will widely distribute this MOU within the respective departments and administrative offices of each organization and urge full cooperation.
- d. The Red Cross and Lions Club will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. The Lions Club agrees to adhere to *Attachment B - the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Response Programs* as it applies to disaster-caused situations in the USA.

VI. Periodic Review and Analysis

Representatives of the Red Cross and Lions Club will jointly evaluate their progress in implementing this MOU every two years and revise and develop new plans or goals as appropriate.

VII. Term and Termination

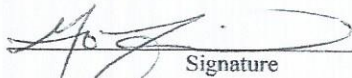
This MOU is effective as of the date of the last signature below and expires two years from the last signature date. The parties may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written notice from either party to the other.

VIII. Miscellaneous

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

IX. Signatures

American Red Cross Chapter Name

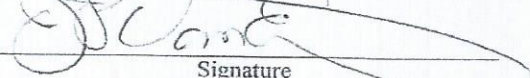
By: 
Signature

Name: Go Funai
Print Name

Title: Disaster Program Manager
Print Title

Date: 10/8/2016

Enter Organization Name here

By: 
Signature

Name: Jack Van Etten
Print Name

Title: Chair, District Disaster Preparedness and Relief Committee
Print Title

Date: 9/29/2018

ATTACHMENT A – Organization Contact Information

Primary Points of Contact

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

NOTE: When Attachment A is updated, the revised attachment is inserted in the MOU. The MOU *does not* need to be signed again.

Relationship Manager Contact*

American Red Cross Bay Area Chapter		Lions Club 4-C4	
Contact	Go Funai	Contact	Jack Van Etten
Title	Disaster Program Manager	Title	Chair, District Disaster Preparedness and Relief Committee
Office phone	N/A	Office phone	650-692-3360
Mobile	510-507-1954	Mobile	650-740-9404
e-mail	go.funai@redcross.org	e-mail	Jackusf74@comcast.net

*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

Operational Contact**

American Red Cross Chapter		Lions Club 4-C4	
Contact	Go Funai	Contact	Jack Van Etten
Title	Disaster Program Manager	Title	Chair, District Disaster Preparedness and Relief Committee
Office phone	N/A	Office phone	650-692-3360
Mobile	510-507-1954	Mobile	650-740-9404
e-mail	go.funai@redcross.org	e-mail	Jackusf74@comcast.net

**The Operational Contact is the person each organization will call to initiate the disaster response activities as defined in the MOU.

Organization Information

American Red Cross Chapter		Lions Club 4-C4	
Department	Disaster Cycle Services	Department	
Address	1710 Trousdale Drive Burlingame, CA 94010	Address	
e-mail	N/A	e-mail	
Website	www.redcross.org	Website	

ATTACHMENT B

Principles of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programs

Principle Commitments:

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

More information about the code of conduct can be found at <http://www.ifrc.org/en/publications-and-reports/code-of-conduct>

The Code Register

The International Federation keeps a public record of all the humanitarian organizations that become [signatories of the code](#). The contact details of each organization are verified.

Humanitarian organizations wishing to become a signatory to the code should download and complete the [registration form](#).

Memorandum of Understanding

between

Los Angeles Regional Chapter

and

**Lions Clubs International
Districts 4-L1, 4-L2, 4-L3, 4-L4, 4-L5**



**American
Red Cross**

Lions give sight. By conducting vision screenings, equipping hospitals and clinics, distributing medicine and raising awareness of eye disease, Lions work toward their mission of providing vision for all. We have extended our commitment to sight conservation through countless local efforts and through our international SightFirst Program, which works to eradicate blindness.

Lions serve youth. Our community projects often support local children and schools through scholarships, recreation and mentoring. Internationally, we offer many programs, including the Peace Poster Contest, Youth Camps and Exchange and Lions Quest.

Our Leo Program provides the youth of the world with an opportunity for personal development through volunteering. There are approximately 144,000 Leos and 5,700 Leo clubs in more than 140 countries worldwide.

Lions award grants. Since 1968, the Lions Clubs International Foundation (LCIF) has awarded more than US\$700 million in grants to support Lions humanitarian projects around the world. LCIF was also ranked the number one nongovernmental organization in a 2007 study by The Financial Times.

Lions help during disasters. Together, our Foundation and Lions are helping communities following natural disasters by providing for immediate needs such as food, water, clothing and medical supplies – and aiding in long-term reconstruction.

Lions are active. Our motto is "We Serve." Lions are part of a global service network, doing whatever is necessary to help our local communities.

IV. Methods of Cooperation

In order to establish a partnership between Lion Club International Districts 4-L1, L2, L3, L4, L5 and the Red Cross to provide assistance to communities impacted by disaster events in the United States, the following roles and responsibilities are agreed upon (this text can be edited):

1. Communication between organizations

Representatives of Lion Club International Districts 4-L1, L2, L3, L4, L5 and the Red Cross will maintain open communication. Both participants will encourage their respective chapters and affiliates to maintain open communication at the state and local levels. Each participant will share current data regarding disasters (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), disaster situational and operational reports, changes in policy or personnel relating to this MOU, and any additional information pertinent to disaster preparedness and response. See Attachment A: Organization Contact Information.

Describe the partnership activities ----

I. Purpose

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American Red Cross Los Angeles Regional Chapter and the Lion Club International Districts 4-L1, L2, L3, L4, L5. This MOU provides a broad framework for cooperation between the two organizations in providing service, activities and training. Both Red Cross and Lion Club International Districts 4-L1, L2, L3, L4, L5 are a "Party" under this MOU.

II. Independence of Operations

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and financing its own activities.

III. Organization Descriptions

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. The Red Cross depends on the many generous contributions of time, blood, and money from the American public to support its lifesaving services and programs. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

Lions Clubs International Mission Statement: To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Lions Clubs International Purpose: To Organize, charter and supervise service clubs to be known as Lions clubs. To Coordinate the activities and standardize the administration of Lions clubs. To Create and foster a spirit of understanding among the peoples of the world. To Promote the principles of good government and good citizenship. To Take an active interest in the civic, cultural, social and moral welfare of the community. To Unite the clubs in the bonds of friendship, good fellowship and mutual understanding. To Provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members. To Encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Lions have a dynamic history. Founded in 1917, we are best known for fighting blindness, but we also volunteer for many different kinds of community projects - including caring for the environment, feeding the hungry and aiding seniors and the disabled.

1. Supporting Community Blood Drives:
 - a. The Red Cross and Lions will share information regarding their presence in markets across the LA Region in order to facilitate collaboration that will increase blood donations.
 - b. This collaboration can take the form of blood drives hosted by Lions clubs, educational information about the need for regular blood donations and donor eligibility through established Lion Club International Districts 4-L1, L2, L3, L4, L5 communication channels, and/or active blood donor recruitment by Lion Club's volunteers and chapters to established Red Cross blood collection facilities.
 - c. Lions Clubs staff can reach out individually to 1-800-RED-CROSS to schedule blood donations or go to www.redcrossblood.org to find donation opportunities, schedule an appointment and get information about giving blood.
2. Community Preparedness Activities:
 - a. Red Cross encourages Lions Club volunteers to take the Red Cross free, online, disaster preparedness tutorial Be Red Cross Ready.
 - b. Lions Clubs may collaborate supporting the Red Cross Home Fire Safety Campaign by mobilizing club's members for installations dates
3. Red Cross HS Youth Clubs and Leo Clubs:
 - a. The Red Cross Clubs are recognized, student led school clubs for students ranging in age from middle school to college. Red Cross Clubs participate in Chapter sponsored projects and events ranging from Red Cross Blood Drives to Community Disaster Education. Clubs help with fundraising and spreading awareness of the American Red Cross mission of alleviating suffering. Leo and YRC Clubs may coordinate an annual leadership camp together...
4. Other cooperative actions:
 - a. The Red Cross and Lion Club International Districts 4-L1, L2, L3, L4, L5 will actively seek to identify other areas within their respective organizations where cooperation and support will be mutually beneficial.

NOTE: Each partnership will have its own activities specific to the mission and goals of the partnering organizations. See the example below. To create your own, delete the text box.

V. General

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of MOU. If either party desires to use the intellectual property of the other, the "requesting party" should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the "owning party" for review in advance of dissemination or publication.
- b. LA Regional Chapter and Lion Club International Districts 4-L1, L2, L3, L4, L5 will keep the public informed of their cooperative efforts.
- c. LA Regional Chapter and LA Lions Districts will widely distribute this MOU within the respective departments and administrative offices of each organization and urge full cooperation.
- d. LA Regional Chapter and Lion Club International Districts 4-L1, L2, L3, L4, L5 will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. Lions Districts agrees to adhere to Attachment B - the Principles of Conduct for the *International Red Cross and Red Crescent Movement and NGO's in Disaster Response* Programs as it applies to disaster-caused situations in the USA.

VI. Periodic Review and Analysis

Representatives of the Red Cross Chapter and Lion Club International Districts 4-L1, L2, L3, L4, L5 will jointly evaluate their progress in implementing this MOU every year and revise and develop new plans or goals as appropriate.

VII. Term and Termination

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IX. Signatures

American Red Cross Chapter Name

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

LCI District 4-L1

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

LCI District 4-L2

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

LCI District 4-L3

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

LCI District 4-L4

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

LCI District 4-L5

By: _____
Signature

Name: _____
Print Name

Title: _____
Print Title

Date: _____

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Relationship Manager Contact*

American Red Cross Chapter		Enter Organization Name here	
Contact		Contact	
Title		Title	
Office phone		Office phone	
Mobile		Mobile	
e-mail		e-mail	

*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

Operational Contact**

American Red Cross Chapter		Enter Organization Name here	
Contact		Contact	
Title		Title	
Office phone		Office phone	
Mobile		Mobile	
e-mail		e-mail	

**The Operational Contact is the person each organization will call to initiate the disaster response activities as defined in the MOU.

Organization Information

American Red Cross Chapter		Enter Organization Name here	
Department		Department	
Address		Address	
e-mail		e-mail	
Website		Website	

ATTACHMENT B

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Principle Commitments:

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3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
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ATTACHMENT C – Roles and Responsibilities (optional – remove this page if not using)

Red Cross and **Lions Clubs International - Feeding Units** will coordinate in rendering specific disaster relief activities as outlined below:

THIS IS AN EXAMPLE ONLY

Activity	American Red Cross Chapter	Lions Clubs International Feeding Units
Mass Care – Feeding	Feeding site – ensure the following are available: <ul style="list-style-type: none"> • Potable water • Fuel • Equipment • Storage facilities • Garbage disposal • Recycle 	Feeding site <ul style="list-style-type: none"> • Stock sanitation supplies including..... • Stock washing supplies including mops, sponges, towels..... • Clean kitchen
	Coordinate supply system for <ul style="list-style-type: none"> • Food • Paper supplies 	Conduct daily inventory of onsite <ul style="list-style-type: none"> • Food • Supplies
		Prepare food
	Serve food at fixed feeding sites	Distribute and serve food at fixed feeding sites
	Cambros <ul style="list-style-type: none"> • Load and unload into feeding vehicles • Clean 	Cambros <ul style="list-style-type: none"> • Pre-condition • Fill • Label
	Distribute food via ERV's	