



**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**

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*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**

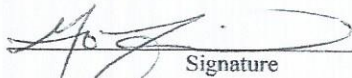
This MOU is effective as of the date of the last signature below and expires two years from the last signature date. The parties may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written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

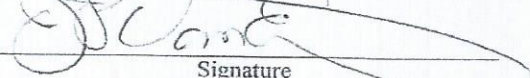
By:   
Signature

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	
<b>Contact</b>	Go Funai	<b>Contact</b>	Jack Van Etten
<b>Title</b>	Disaster Program Manager	<b>Title</b>	Chair, District Disaster Preparedness and Relief Committee
<b>Office phone</b>	N/A	<b>Office phone</b>	650-692-3360
<b>Mobile</b>	510-507-1954	<b>Mobile</b>	650-740-9404
<b>e-mail</b>	go.funai@redcross.org	<b>e-mail</b>	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	
<b>Contact</b>	Go Funai	<b>Contact</b>	Jack Van Etten
<b>Title</b>	Disaster Program Manager	<b>Title</b>	Chair, District Disaster Preparedness and Relief Committee
<b>Office phone</b>	N/A	<b>Office phone</b>	650-692-3360
<b>Mobile</b>	510-507-1954	<b>Mobile</b>	650-740-9404
<b>e-mail</b>	go.funai@redcross.org	<b>e-mail</b>	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	
<b>Department</b>	Disaster Cycle Services	<b>Department</b>	
<b>Address</b>	1710 Trousdale Drive Burlingame, CA 94010	<b>Address</b>	
<b>e-mail</b>	N/A	<b>e-mail</b>	
<b>Website</b>	www.redcross.org	<b>Website</b>	

## 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.

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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](#).



