



## **RED RIBBON CLUB**

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### **RRC GUIDELINES**

#### **Basic Concepts of RRC:**

- Red Ribbon was created in 1991 by the Visual AIDS Artists Caucus, New York City, America
  - The color of red was then chosen as it symbolizes the color of BLOOD, the idea of PASSION – not only ANGER by LOVE
- The Red Ribbon is the international symbol of HIV/AIDS awareness.
- By wearing a Red Ribbon – Care & Concern for those living with HIV/AIDS
- Support to the organizations that care for the HIV/AIDS

#### **What is RRC?**

Red Ribbon Club (RRC) is a voluntary on campus intervention is being implemented in the higher Educational institutions, aiming at heightening their risk perception and preventing HIV as well as promoting voluntary blood donation among youth between the age of 17-25 yrs. with Department of Higher Education, technical support from TANSACS.

#### **Objectives:**

- I. To reduce new HIV infection among youth by raising their risk perception through awareness on Sex, Sexuality and HIV & AIDS.
- II. To induce among youth the spirit to help and support People Living with HIV/AIDS (PLHIV) there by reducing stigma and discrimination against PLHIVs.
- III. To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- IV. To promote Voluntary non-remunerated Blood Donation among youth.

## RRC Symbol



### RRC Unit:

- Membership form should be filled in by all the RRC Volunteers
- Each RRC should have minimum 50 - 100 volunteers. Maximum enrolment beyond 100 volunteers is encouraged

### RRC Advisory Committee:

One RRC Advisory Committee should be formed to guide the Programme Officer. The member of the committee as follows:-

1.	<b>Chief Patron</b>	Commissioner/Vice chancellor/ Registrar/ Management (Director/ Founder etc)
2.	<b>Patron</b>	RRC – Coordinator of University or Directorate/ Principal / Vice principal
3.	<b>Convener</b>	RRC – Coordinator of University/ RRC Program officer
4.	<b>Co-conveners</b>	2 Students (RRC Champion/ RRC Peer Leaders)
5.	<b>Members</b>	2 students as RRC Executive members (Student office bearers)

RRC Advisory committee should meet at least twice in a year to plan and schedule the activities and to review the activities carried out.

### Organization and Administration of RRC Unit:

- RRC Unit - Unit should have strength minimum of 50 volunteers at Institution campus.
- RRC Programme Officer should create the environment of RRC in the institutions and encourage all interested students to participate.
- **RRC Programme Officer** will be in charge for one unit and he/she should be from teaching faculty.

- Programme Officer is responsible for planning and implementing the RRC activities under the supervision and direction of the Principal of the college.
- Programme Officer will carry out the instructions issued by University and Directorate RRC Coordinator and Tamil Nadu State AIDS Control Society (TANSACS).

### **Records and Registers:**

**1. Cash Book & Pass book** – Separate RRC Cashbook & Pass book for each unit should be maintained. Saving Bank account should be opened in any Bank in favour of Principal & Programme Officer jointly to run RRC fund.

**2. Enrollment Register** - Enrollment register should have information of the students enrolled in RRC in a Unit such as name, sex and class.

**3. Activity Register** - This register will be maintained with the help of students by the PO. A list of project undertaken during the year with complete information of each activity such as dates, places, areas, institutions, target group, no. of students involved (their name, roll no. and signature).

**4. Attendance Register** - Attendance of student volunteers at the various sessions/ exposure visit of RRC must be recorded with their signature.

**5. Minutes Book** - PO should record the minutes of the meeting of the Advisory Committee and other meetings held periodically.

6. Press clipping guardfile.

7. Photo / CD Album.

## RRC Activity Guidelines

S No	Programme Activity	Duration	Participants	Activity Description
1	<b>RRC Member Orientation / Training</b>	Minimum 3 hrs	All RRC Volunteers	RRC “Celebrating Life” curriculum imparting - by Resource Person /Trained ICTC Counselor
2	<b>Interactive Session</b>	Minimum 2 hours	All RRC Volunteers	<u>Mandatory Resource person to be invited</u> HIV +ve Speaker <u>Other resource persons</u> Gynaecologist, Dietician, ART Medical Officer, Transgender
3	<b>Peer Education Training</b>	Minimum 2 hours	One fourth of RRC Volunteers	Peer Education Training by Trained Programme Officer/ Resource Person
4	<b>Blood donation Camp &amp; Motivation Programme</b>	Conducting Voluntary blood donation camp twice in a year in coordination with Government Blood Bank.		
5	<b>Competition</b>	To be conducted during important days – World Blood Donors Day – 14 <sup>th</sup> June, International Youth Day – 12 <sup>th</sup> August, National Voluntary Blood Donation Day – 1 <sup>st</sup> October, World AIDS Day – 1 <sup>st</sup> December and National Youth Day – 12 <sup>th</sup> January		
6	<b>Human Chain/ Rally</b>			
7	<b>Exposure Visit</b>	Visit to ICTC, ART, STI, Blood Bank Centers, HIV Community Centre and Targeted Intervention NGOs supported by TANSACS.		
8	<b>Advisory committee meeting</b>	Advisory Committee Meeting at least twice in a year		
9	<b>Programme Officers Training</b>	University and Directorate are requested to organize one day training to POs and PLs (2 volunteers/ per institution)		
10	<b>Peer Leaders Training</b>			

### **Programme Officer - Appointment, duties and functions:-**

The Programme Officer is expected to motivate student youth to understand the values of RRC. The overall function of Programme Officer is to help the students, to plan, implement, and evaluate the activities of RRC under his/her charge and give proper guidance and directions to the volunteers.

To discharge his/her obligations under RRC the Programme Officer plays the role of an organizer, an educator, a coordinator, a supervisor, an administrator and public relation officer to improve the quality and magnitude of RRC programme in his/her institution.

### **Selection of the Programme Officer:**

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the RRC Programme Coordinator of the respective University and Directorate.

### **Qualifications:**

- I. Programme Officer will be selected from the members of teaching faculty only.
- II. The NSS Programme Officer may be given responsibility of RRC Programme Officer.
- III. A teacher who has high level of motivation, inclination and aptitude for community work and above all very good rapport with students should be preferred as Programme Officer.

### **Training/Orientation:**

- The Programme Officer will be sent for Programme Officers meeting organized by University and Directorate.

### **Functions of Programme Officer:**

#### **The Programme Officer will perform the following functions:-**

a) He/she will plan the RRC activities as per guidelines issued by the TANSACS and

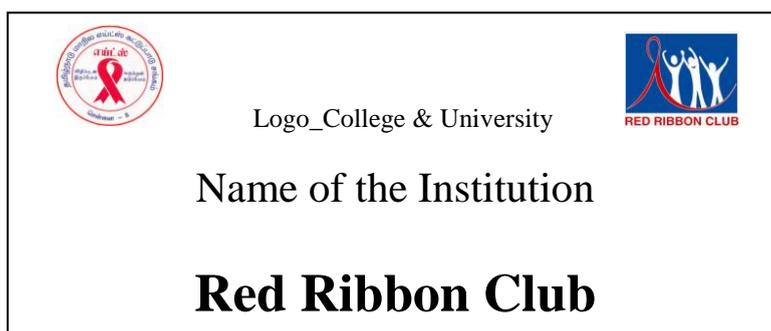
RRC Programme Coordinator of the concerned University.

b) The Programme Officer will ensure that RRC volunteers complete the prescribed hours of training.

- c) The orientation of the RRC volunteers should be conducted in a befitting manner.
- d) He/she will involve all RRC volunteers for participation in various programmes such as World Blood Donor Day, International Youth Day, National Voluntary Blood Donation Day, World AIDS Day, National Youth Day, International Women’s Day and any other function organized by the concerned university.
- e) He/she will submit the reports to the University Programme Coordinator periodically.
- f) He/she will ensure the submission of accounts in time. The accounts may be audited from a chartered accountant or departmental auditor along with the utilization certificate.
- g) He/she will liaise with the officials of the department for RRC activities.

**Draft Materials to be available in the Institution**

**Name Board**



**Notice Board**



**Question Box**

## University and Directorate Level activities

### RRC Programme Officers Meeting

- Every year, RRC Coordinator of the University and Directorate is requested to organize meeting for RRC Programme Officers as per guidelines of TANSACS.
- The meeting should comprise of all the aspects of RRC and its activities.
- All nominated RRC Programme Officers from the institutions should participate in the training.

### Peer Leaders Training

- Every year, RRC Coordinator of the University and Directorate is requested to organize regional wise training for Peer Leaders as per guidelines of TANSACS.
- The training should include all aspects of Peer Education and its techniques to be used to promote awareness.
- Two Peer Leaders from each institution should participate in the training.

### Guidelines for Membership and activity

- Membership form should be filled in by all the RRC Volunteers
- RRC should have minimum 100 volunteers. Maximum enrollment beyond 100 volunteers is encouraged
- RRC volunteer (RRC - “**Celebrating life**” training participant) should represent all departments
- *RRC activities should be done as per the guidelines\** - Clarification should be done in consultation with the RRC Coordinator, University, Assistant Director (Youth Affairs), TANSACS and DAPCU.
- RRC Coordinator of University and DAPCU (District Programme Manager/ District Supervisor) will ensure the expenditure of budget as per the guideline.
- RRC should have established their Peer Education Team with minimum of 25 volunteers.

## **Guidelines for Documentation**

- Red Ribbon Club should maintain a register with the following documents
  - A list of RRC members with name, address, blood group, department etc.
  - Minutes of the Advisory committee meeting
  - Documentation of events and activities with date, venue, No. of participants, Resource Persons, Photographs and Press Clippings etc.
- RRC should maintain separate file for accounts. In which maintenance of bills, vouchers and statement of expenditures are mandatory
- Principal, RRC Program Officer, RRC Advisory committee members, RRC Coordinator, University and DAPCU should ensure the maintenance of RRC documents in the college.

## **Guidelines for submitting Reports and Utilization Certificate**

- Each RRC should submit activities report in the prescribed format.
- Quarterly report has to be sent to the **The Project Director, TANSACS and RRC coordinator, University & Directorate** along with Press clippings.
- Periodical report to be submitted to **The Project Director, TANSACS and RRC coordinator, University & Directorate** about the activities and achievements of the programme.
- After Completion of all the RRC activities - utilization certificate has to be sent to the RRC Coordinator, University & Directorate