



SINGAPORE AMERICAN HIGH SCHOOL

EAGLES BOOSTER CLUB

POLICY MANUAL

TABLE OF CONTENTS

Section I – Bylaws

Bylaws

Section II – Executive Officers

President Vice

President

Secretary

Treasurer

Section III – Standing Committees

Bake Sale BBQ

Concessions Booster

Booth Manager Design

Enews Hospitality Popcorn

Day Publicity Spirit Sales

Student Luncheons V&PA

Coordinator

Section IV – Sub-Committees

Donations

Nominations

Senior Awards

Section V – Ex-Officio Members

Parliamentarian

Section VI – Miscellaneous

Forms Inventory

Section I – Bylaws

SINGAPORE AMERICAN HIGH SCHOOL EAGLES BOOSTER CLUB BYLAWS

Adopted: November 11, 1992

Amended: April 14, 1993

Amended: April 6, 1994

Amended: September 25, 1996

Revised: May 3, 2000

Amended: April 18, 2005

Amended and Revised: May 16, 2005

Amended and Revised: May 1, 2008

Amended and revised: May 26, 2009

Amended and revised May 24, 2010

Amended and revised April 12, 2011

Amended and revised May 28, 2011

Amended and Revised August 15, 2012

Amended and Revised January 5, 2013

Amended and Revised May 21, 2013

Amended and Revised August 18, 2014

Amended and Revised July 25, 2017

Amended and Revised, May 12, 2018

Amended and Revised, May 7, 2019

ARTICLE I

The name of this organization shall be the Singapore American School Eagles Booster Club.

ARTICLE II

The purpose of the Eagles Booster Club shall be to provide volunteer parental support to athletic, cultural, extracurricular and scholastic activities involving Singapore American School High School students, and to encourage school spirit and awareness of these activities through involvement, communication and spirit sales.

ARTICLE III MEMBERSHIP

Membership is open to all parents and/or guardians of high school students attending the Singapore American School.

ARTICLE IV EXECUTIVE BOARD

The Eagles Booster Club Executive Board shall comprise the four elected Executive Officers, i.e. President, Vice President, Secretary, and Treasurer and one non-voting ex- officio member, Parliamentarian.

ARTICLE V EXECUTIVE OFFICERS

Section 1: Officers

The Executive Officers of the Eagles Booster Club shall comprise of the President, Vice President, Secretary and Treasurer.

Section 2: Election of Executive Officers

- The Executive Officers are presented on a list for the General Membership at the April General Meeting. The election shall take place in April with the installation of Officers in May.
- The Executive Officers must have a high school student enrolled at the Singapore American School.
- An exception to having a high school student enrolled can be overruled by the Nominations Committee when forming the slate of officers, with the approval of the current Executive Board.
- Executive Officers must have worked a Booster Booth shift prior to assuming office.

Section 3: Term of Office

The term of office shall be a period of one year from the first day of summer break until the last day of the next school year. Consecutive Term Limits are: President, Vice President and Secretary shall not serve more than three (3) consecutive terms and Treasurer shall not serve more than two (2) consecutive terms.

Section 4: Duties of the Officers

A. The President shall:

Presiding Officer:

- Preside over Executive Board Meetings, Board Meetings and General Meetings.
- Call special meetings as needed.
- Maintain order throughout meetings.
- Follow order of business.
- Decide on all parliamentary questions. The President may seek the opinion of the Parliamentarian on any question of parliamentary procedure.
- Ensure that each motion is stated clearly after it has been seconded and before allowing discussion. Declare the result of every vote taken.
- Take no part in discussion. If the President wishes to speak the President must call on the Vice President to preside or leaves the chair.
- May only vote in the case of a tie.

Administrative Officer:

- Ensure that all Executive Officers and Standing Committee Chairpersons are fulfilling their job responsibilities.
- Represent and speak for Eagles Booster Club at any pertinent community meetings, PTA meetings, school meetings or functions.
- Ensure that all committees under the President do not go over budget. Any amount over 5% will need Executive Board approval.
- Appoint committees not provided for in the Bylaws.
- Act as liaison between the Eagles Booster Club, Activities Director, SAS High School Administration and SAS Central Administration.
- Be an ex-officio member of all committees, serving in an advisory capacity. Approve all Design Committee orders prior to any orders being placed.
- Act as liaison to the eNews and Publicity positions.
- Chair of the Senior Awards Committee. If the President has a high school senior, appoints another executive officer without a senior to chair the committee to ensure impartiality.
- Plan and organize the Senior Lunch with the assistance of the Executive Board
- Ensure that Islander Yearbook advertisements are produced and turned in for publication.
- Write articles as needed for community publications, Journeys, eNews, etc.
- Meet and update the High School Principal and Superintendent on booster activities.

- The President, with the assistance of the Vice President and Booth Manager will be supervisor for Booster Clerk.
- Act as liaison to the Friday Night Lights Chairpersons and approve event plan.
- Prepare an annual timeline.

B. The Vice President shall:

- Report to and assume the duties and exercise the power of the President in the President's absence.
- Act as a liaison to the Booth Manager, Design and Spirit Sales Chairpersons.
- Oversee and meet on a regular basis with the Design Chairpersons. Ensure Design inventory is maintained and all orders that the Design committee place are approved in advance by the President and Vice President.
- Signs check requests for the Booster Clerk. The Booster Clerk is responsible for the daily management of the Booster Booth; includes maintaining stock and storeroom in good order, purchasing needed school supplies and snack items and overseeing the visual displays.
- Work with Spirit Sales Committee in planning and coordinating event dates.
- Oversee the Booster Booth Manager on inventory and stock control.
- Supervise the Booster Clerk in coordination with the Booth Manager and President.
- Ensure that all committees under the Vice President do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Attend all monthly Executive Board, Booster Board Meetings and General Meetings.
- Assist with the planning and execution of the Senior Luncheon.
- Perform any additional duties as deemed necessary by the President.
- Prepare an annual timeline.

C. The Secretary shall:

- Attend and record accurate minutes at all Executive Board meetings, Board meetings, general meetings and any other meetings which may be deemed necessary by the President.
- Book the venue for all meetings.
- Send email reminders to all board members and high school principal with time and place of the board meeting.
- Distribute minutes and agenda to all board members, by email prior to meeting.
- Maintain a file of all minutes and Treasurer's reports.
- Send any correspondence on behalf of the Eagles Booster Club.
- Maintain the card key inventory.
- Arrange with Maintenance the hanging and removal of the Booster banners at the Booth.
- Maintain a current list of Board members.
- Maintain a list of all Booster Gmail accounts and passwords.
- Oversee Bake Sale, Hospitality and Student Luncheons.
- Ensure that all committees under the Secretary do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Attend all Executive Board Meetings, Booster Board Meetings and General Meetings.

- Assist in the planning and execution of the Senior Luncheon.
- Perform any other duties as deemed necessary by the President.
- Prepare and distribute name tags for Executive Board and Standing Committees
- Prepare an annual report and timeline.

D. The Treasurer shall:

- Responsible for all monies and deposits for general operating account.
- Responsible for making deposits and paying all bills in a timely manner. All payment requests are to have supporting receipts or invoices attached.
- Chair of the March Executive Officers Budget Review.
- Coordinate and follow-up on all teacher or student authored books sold in the Booster Booth. Be sure all payments are made.
- Responsible for transferring approved donation funds to clubs.
- Responsible for having all funds for annual commitments transferred to proper accounts.
- Responsible for presenting the proposed budget to the general membership for vote at the Booster Club Board meeting in April.
- Chair the Donations Committee.
 - Guidelines and Procedures:
 - Present all Donations committee requests and outcomes to the Executive Board.
 - Present all requests to be voted on to the General Board at their monthly meeting.
 - Be responsible for the vote and informing the organizations of the outcome in writing.
- Act as liaison for V&PA Coordinator.
- Attend all monthly Executive Board, Booster Board Meetings and General Meetings.
- Ensure that all committees under the Treasurer do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Keeps an accurate set of financial books and make a report of the financial standing of the Eagles Booster Club at each meeting and submit a copy of each report to the Secretary. A copy of the financial report should be distributed to each Executive Officer.
- Ensure that all monthly Booster records of receipts and deposits are correctly reconciled with Central Administration's bank statements, Booster Booth cash register tapes, and the Treasurer's accounting statements versus the Central Administration bank statements.
- Assist in the planning and execution of the Senior Luncheon.
- Perform any other duties as deemed necessary by the President.
- Prepare an annual report.

Section 5: Voting

All Executive Officer's, except the President, are voting members of the Executive Board and the Board.

Section 6: Vacancies

In the event an Executive Officer or Chairperson of a Standing Committee resigns before their term expires, a Nominating Committee shall fill the position with approval of the Executive Board.

ARTICLE VI THE BOARD

Section 1: The Board

The Eagles Booster Club Board shall comprise of the Executive Officers, the Chairpersons of all Standing Committees and Ex-officio members, including Parliamentarian, Activities Director, V&PA Coordinator. All board members must remain in good standing with SAS or will be removed from the board immediately.

Section 2: Duties

The Board shall meet monthly and have a general charge of affairs, funds and properties of the Eagles Booster Club.

Section 3: Voting

- All members of the board are eligible to vote, with the exception of Co-Chairpersons who shall share the one (1) vote with Committee Chairperson.
- Ex-officio members are non-voting members of the Board.
- The President is only entitled to vote in case of a tie.

Section 4: Quorum A quorum for Booster Club Executive Board or the Eagles Booster Club Board meetings shall consist of a simple majority (51%) of the voting Board.

ARTICLE VII STANDING COMMITTEES

Section 1: Standing Committees

The Standing Committees include: Bake Sales, BBQ Concessions, Booster Booth Manager, Design, eNews and Publicity, Friday Night Lights, Hospitality, Popcorn Day, Student Luncheons, Spirit Sales and V&PA Coordinator.

Section 2: Appointment

- Chairpersons of Standing Committees shall be recommended by the Nominating Committee, appointed by the President, approved by the Executive Board, and have a high school student enrolled at the Singapore American School.
- Chairpersons need to have participated in a minimum of two (2) Booster Club activities or

events within previous year for appointment.

- An exception to having a high school student enrolled or previous experience can be overruled by the Nominations committee with the approval of the current Executive Board.
- Standing Committees may be added or deleted as deemed necessary by the Executive Board.

Section 3: Term of Office

- The term of office shall be a period of one year from the first day of summer break until the last day of the next school year.
- Eagles Booster Club Board members have no term limits except for the Treasurer, who has a two (2) year term limit.

Section 4: Duties

- Each Standing Committee Chairperson shall have one (1) vote, and Co-Chairpersons shall share the one (1) vote in the Eagles Booster Club Board meeting.
- The duties of each Standing Committee shall be contained in the Eagles Booster Club Policies and Procedures Manual. Each Chairperson shall have a copy of the committee's duties as contained in the Eagles Booster Club Policies and Procedures Manual.
- The following Sub-Committees, shall supplement the duties of the Standing Committees: Donations, Nominations and Senior Awards. The duties of each Sub-Committee Chairperson shall be contained in the Eagles Booster Club Policy Manual.
- Sub-committees may be added or deleted as deemed necessary by the Executive Board

ARTICLE VIII NOMINATIONS AND ELECTIONS

The Executive Board shall appoint a Nominations Committee of three (3) persons comprising one (1) Chairperson and two (2) members. The Chairperson shall be appointed in May and the remaining members by September. Of the two (2) members, one (1) should have prior Eagles Booster Club Board experience.

The Nominations Committee shall present a list of Executive Board candidates with a minimum of one (1) candidate for each office at the Eagles Booster Club General Meeting in April. The election shall take place in April with installation of officers in May.

ARTICLE IX MEETINGS

All General Meetings of the Eagles Booster Club shall be scheduled by the Executive Board and published on a yearly calendar of events. Special Meetings may either be called by the President or

by written request of ten members of the Eagles Booster Club. These meetings must be called with seven (7) days notice, and the purpose of the meeting shall be stated in the call. The final meeting of the year shall be a joint meeting of outgoing and incoming Board members.

ARTICLE X QUORUM

The quorum for conducting business at the Annual General Meeting, Special Meetings, and General Meetings of the Eagles Booster Club (excluding Booster Club Executive Board or Eagles Booster Club Board meetings) shall be ten (10) members.

If at any Annual General Meeting, Special Meeting or General Meeting a quorum is not present at the call to order by the President or her designated representative, then the meeting shall be recessed for thirty (30) minutes and the number of members present at the end of the recess shall constitute a quorum for the disposition of all business with the exception of any amendment to the Booster Club Bylaws. A quorum of ten (10) members is necessary to make any changes in the Eagles Booster Club Bylaws.

The quorum for any meeting of the Booster Club Executive Board or the Eagles Booster Club Board shall consist of a simple majority (51%) of the number of voting members of that Board. Should a quorum not be present at either of these Board Meetings, the thirty-minute recess rule stated previously shall apply.

ARTICLE XI VOTING PROCEDURES

Section 1: Simple Majority to Pass

Main motions, amendments to main motions, postpone discussion for a certain time, table of a motion, calling for a recess and move to adjourn shall pass by a simple majority (51%) of voting members present and voting at Sub-Committee Meetings, Committee Meetings, Board Meetings, and General Meetings.

Section 2: 2/3 Majority to Pass

Motions to end debate, make an amendment to the Bylaws, and suspend rules temporarily require a 2/3 vote of the voting members present and voting at Sub-Committee Meetings, Committee Meetings, Board Meeting and General Meetings.

Section 3: Proxy Vote

A proxy vote is allowed providing the proxy is in writing and correctly stated for the motion pending.

A proxy vote is invalidated when an amendment is added to the main motion.

Section 4: Notification of a Pending Vote

Prior notification must be given for the following votes: amendments to the Bylaws, election of officers and approval of the budget.

Section 5: Electronic Vote

Based on the needs of the organization, there may be times when it is necessary to execute an electronic vote on an item of importance. If an E-vote is deemed necessary by the President and Executive Committee, the following procedures will be put into action:

1. An email is sent to all Booster board members with the proposal that is to be voted on. This proposal would include any costs, etc. and following this email, the Board would be welcome to conduct discussions via email by using “reply all” to share concerns or ask questions.
2. This “discussion period” would have a noted end date – most likely 24 hours. If more discussion is deemed necessary by the President or executive committee it could be extended.
3. Following the close of discussion a second email would be sent out from the Secretary that asks each member for a vote. The subject of this email would be BALLOT and it would require a “yes” or “no” vote. In order for a vote to be accepted, Boosters would require at least 50% participation in the vote, and of those voting, 2/3 majority is required for the vote to “pass”. All votes would be sent to the Booster Secretary for reconciliation.
4. When used, there is a presumption of technical, mechanical accuracy, and changes of the votes after the results have been announced on the grounds of machine error are not entertained. Similarly, a revote for accuracy is not permitted. Steps must also be taken to ensure that members can only vote once and members cannot vote for something on behalf of someone else in their absence.

ARTICLE XII GRAMMATICAL CORRECTIONS

Any grammatical correction and/or word or number change that do not alter the meaning of the content of this document may be adjusted, as the Bylaws Committee deems necessary.

ARTICLE XIII RULES OF ORDER

Robert’s Rule of Order Newly Revised shall be used as a guide in conducting all meetings and transacting all business of the Eagles Booster Club except in the instances specifically provided for in these Bylaws.

Section II – Executive Officers

President Vice

President

Secretary

Treasurer

Singapore American High School Eagles Booster Club President

Purpose

The President is chosen by the members at the Annual General Meeting in April to head the Booster Club in cooperation with other members of the Executive Board and Board. The President is responsible for spearheading support by parent volunteers of extracurricular athletic, cultural and academic activities and carrying out the Booster Club mission and promotion of school spirit.

Job Description

Presiding Officer:

- Preside over Executive Board Meetings, Board Meetings and General Meetings.
- Call special meetings as needed.
- Maintain order throughout meetings.
- Follow order of business.
- Decide on all parliamentary questions. The President may seek the opinion of the Parliamentarian on any question of parliamentary procedure.
- Ensure that each motion is stated clearly after it has been seconded and before allowing discussion. Declare the result of every vote taken.
- Take no part in discussion. If the President wishes to speak the President must call on the Vice President to preside or leaves the chair.
- May only vote in the case of a tie.

Administrative Officer:

- Ensure that all Executive Officers and Standing Committee Chairpersons are fulfilling their job responsibilities.
- Represent and speak for Eagles Booster Club at any pertinent community meetings, PTA meetings, school meetings or functions.
- Ensure that all committees under the President do not go over budget. Any amount over 5% will need Executive Board approval.
- Appoint committees not provided for in the Bylaws.
- Act as liaison between the Eagles Booster Club, Activities Director, SAS High School Administration and SAS Central Administration.
- Be an ex-officio member of all committees, serving in an advisory capacity.
- Approve all Design Committee orders prior to the order being placed.
- Act as liaison to the eNews and Publicity positions.
- Chair of the Senior Awards Committees. If the President has a high school senior, appoints another executive officer without a senior to chair the committee to ensure impartiality.
- Plan and organize the Senior Lunch with the assistance of the Executive Board

- Ensure that Islander Yearbook advertisements are produced and turned in for publication.
- Write articles as needed for community publications, Journeys, eNews etc.
- Meet and update the High School Principal and Superintendent on booster activities.
- The President, with the assistance of the Vice President and Booth Manager will be supervisor for Booster Clerk.
- Act as liaison to the Friday Night Lights Chairpersons and approve event plan.
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Prepare an annual timeline.

Singapore American High School Eagles Booster Club

Vice President

Purpose

The Vice President is a member of the Executive Board. The Vice President is responsible for overseeing the Design, Booster Booth and Spirit sales committees, and the sale and inventory of spirit items, snacks and school supplies. The Vice President assumes the duties of the President in the President's absence.

Job Description

- Report to and assume the duties and exercise the power of the President in the President's absence.
- Act as a liaison to the Booth Manager, Design and Spirit Sales Chairpersons.
- Oversee and meet on a regular basis with the Design Chairpersons. Ensure Design inventory is maintained and all orders that the Design committee place are approved in advance by the President and Vice President.
- Signs check requests for the Booster Clerk. The Booster Clerk is responsible for the daily management of the Booster Booth; includes maintaining stock and storeroom in good order, purchasing needed school supplies and snack items and overseeing the visual displays.
- Work with Spirit Sales Committee in planning and coordinating event dates.
- Oversee the Booster Booth Manager on inventory and stock control.
- Supervise the Booster Clerk in coordination with the Booth Manager and President.
- Ensure that all committees under the Vice President do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Attend all monthly Executive Board, Booster Board Meetings and General Meetings.
- Assist with the planning and execution of the Senior Luncheon.
- Perform any additional duties as deemed necessary by the President.
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Prepare an annual timeline.

Singapore American High School Eagles Booster Club Secretary

Purpose

The Secretary is a member of the Executive Board. The Secretary is responsible for keeping an accurate set of minutes of all official Eagles Booster Club Meetings.

Job Description

- Attend and record accurate minutes at all Executive Board meetings, Board meetings, general meetings and any other meetings which may be deemed necessary by the President.
- Book the venue for all meetings.
- Send email reminders to all board members and high school principal with time and place of the board meeting.
- Distribute minutes and agenda to all board members, by email prior to meeting.
- Maintain a file of all minutes and Treasurer's reports.
- Send any correspondence on behalf of the Eagles Booster Club.
- Maintain the card key inventory.
- Arrange with Maintenance the hanging and removal of the Booster banners at the Booth.
- Maintain a current list of Board members.
- Maintain a list of all Booster Gmail accounts and passwords.
- Oversee Bake Sale, Hospitality and Student Luncheons.
- Ensure that all committees under the Secretary do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Attend all Executive Board Meetings, Booster Board Meetings and General Meetings.
- Assist in the planning and execution of the Senior Luncheon.
- Perform any other duties as deemed necessary by the President.
- Prepare and distribute name tags for Executive Board and Standing Committees
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Prepare an annual timeline.

Singapore American High School Eagles Booster Club Treasurer

Purpose

The Treasurer is a member of the Executive Board. The Treasurer is responsible for keeping track of inflow and outflow of all monies generated by the Eagles Booster Club and acts as liaison for all activities generating monetary transactions.

Job Description

- Responsible for all monies and deposits for general operating account.
- Responsible for making deposits and paying all bills in a timely manner. All payment requests are to have supporting receipts or invoices attached.
- Chair of the March Executive Officers Budget Review.
- Coordinate and follow-up on all teacher or student authored books sold in the Booster Booth. Be sure all payments are made.
- Responsible for transferring approved donation funds to clubs
- Responsible for having all funds for annual commitments transferred to proper accounts
- Responsible for presenting the proposed budget to the general membership for vote at the Booster Club Board meeting in April.
- Chair the Donations Committee.
 - Guidelines and Procedures:
 - Present all Donations committee requests and outcomes to the Executive Board.
 - Present all requests to be voted on to the General Board at their monthly meeting.
 - Be responsible for the vote and informing the organizations of the outcome in writing.
- Act as liaison for V&PA Coordinator.
- Attend all monthly Executive Board, Booster Board Meetings and General Meetings.
- Ensure that all committees under the Treasurer do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Keeps an accurate set of financial books and make a report of the financial standing of the Eagles Booster Club at each meeting and submit a copy of each report to the Secretary. A copy of the financial report should be distributed to each Executive Officer.
- Ensure that all monthly Booster records of receipts and deposits are correctly reconciled with Central Administration's bank statements, Booster Booth cash register tapes, and the Treasurer's accounting statements versus the Central Administration bank statements.
- Assist in the planning and execution of the Senior Luncheon.
- Perform any other duties as deemed necessary by the President.
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Prepare an annual report and timeline.

Section III – Standing Committees

Bake Sales
BBQ Concessions
Booster Booth Manager
Design
eNews and Publicity
Friday Night Lights
Hospitality
Popcorn Day
Spirit Sales
Student Luncheons
Visual & Performing Arts

Singapore American High School Eagles Booster Club Bake Sales

Purpose

The Bake Sale Chair organizes bake sales for High School students. Traditionally, there have been 3 to 4 per school year. In addition, Bake Sales can be held during exchange or IASAS weekends. The Bake Sale chair also coordinates the inclusion of any extra items for sale on the bake sale days. In the past this has included flowers, snow cones, and various ethnic foods. In the recent school years, the four bake sales each had a separate specialty food: Korean, Indian, Japanese and Chinese foods. The sales are held on both levels of the High School cafeteria.

Job Description

- Reports to the Secretary and keeps the Secretary informed as needed.
- Determine the dates of each sale. These are preset and listed on the annual comprehensive school calendar which is available by early August.
- Three to four weeks prior to the sale, enlist the help of the eNews and Publicity Chair to make posters for the upcoming sale. These can be collected from the Print Room (allow two weeks for printing) and then displayed approximately one week before the sale.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to advertise bake sale event and solicit volunteers and baked goods.
- Two weeks before the sale, request cash boxes/bags from the Treasurer for the day of the sale. Generally, three cash bags of \$100 starting cash are requested, one for upstairs sales, downstairs sales, and ethnic food sales.
- A week before the sale, contact facilities to order tables and a few chairs to be set up on both floors of the cafeteria. Generally, 2 tables and 3-4 chairs are ordered for each level of the cafeteria.
- A few week before the sale, send an email or sign up genius to all volunteers asking for donations of goods. The donations need to be brought to the Booster Booth any time after 7:45 am the morning of the sale. (A sample of the email is in the Bake Sale manual).
- Notify the High School Adm announcement contact person of the sale so that it will be included in the HS daily bulletin for a couple of days prior to the event.
- The sale of other ethnic foods- It is best to determine what groups will be helping with each sale at the beginning of the year. Find a contact person from the groups mentioned above and assign a date to each group. Follow up with emails to the contact person one month prior to sale dates. Some groups will require small paper plates, forks, chopsticks and napkins.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Guidelines and Procedures

- All publicity posters and announcements must be approved by the HS administration before publication or posting.
- After the sale, the cash boxes/bags should be returned to the Booster Sales Office for reconciliation by the Booster Clerk.
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Chairperson shall be responsible for operating within the prescribed budget.

Singapore American High School Eagles Booster Club BBQ Concessions

Purpose

Organize and provide barbequed foods for high school students and the community at various times during the year, including but not limited to Welcome Back BBQ, IASAS, Exchange, Pep Rallies, and Booster Club represented events.

Job Description

- Reports to the Parliamentarian and keeps them informed as needed.
- Manage and maintain proper hygiene in food serving and handling.
- Obtain gas grills and ensure adequate gas supply for operation.
- Arrange for and order food and all needed supplies in advance.
- Order tables and other equipment through the Facilities Office as needed.
- Notify the High School Adm announcement contact person of the event so that it will be included in the HS daily bulletin.
- Set up schedule for work day, arrange for volunteers, and have copy available on the day.
- Return all equipment and grills used in clean condition.
- Three to four weeks prior to the BBQ, enlist the help of the eNews and Publicity Chair to make posters for the upcoming sale. These can be collected from the Print Room (allow two weeks for printing) and then displayed approximately one week before the sale.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual timeline.

Guidelines and Procedures

- All publicity posters and announcements must be approved by the HS administration before publication or posting.
- Utilize list of vendors for food orders and other supplies.
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Chairperson shall be responsible for operating within the prescribed budget.

Singapore American High School Eagles Booster Club Booster Booth Manager

Purpose

To sell snacks, school supplies and spirit items to students, faculty and parents as a service and fundraising aspect of the Eagles Booster Club.

Job Description

- Reports to the Vice President and keeps them informed as needed.
- Train new volunteers in booth operating procedures and to keep them informed of new procedures and stock.
- Organize volunteers and keep a current roster of volunteers and substitutes and scheduling staff for regular opening hours and special opening hours.
- Communicates booth and cash procedures with volunteers
- Receives copy of monthly inventory counts report from Booster Clerk.
- Coordinates and supervises a physical inventory of snacks, school supplies and design at mid-year and year-end.
- President, Booth Manager and Vice President will be supervisors for Booster Clerk.
- Attend all Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual timeline.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to advertise booth merchandise and to solicit volunteers as appropriate.
- Prepare and distribute name tags for Booth Volunteers
- Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.
- Chairperson shall be responsible for operating within the prescribed budget.

Booth Volunteers

- Report to Booster Booth on scheduled workdays
- If unable to work a given shift, volunteer is responsible for contacting Booster Booth Manager for a substitute. If they fail to do so 2 times, they will be relieved of their shift permanently.
- Restock displays and keep booth tidy.
- Assist with packaging and labeling projects, as needed.
- If a volunteer requests a substitute more than 4 times in a year, the volunteer will forfeit their permanent slot and move to the sub list.

Singapore American High School Eagles Booster Club Design

Purpose

Design, source, and price spirit items to be sold in the Booster Booth, and at special events.

Job Description

- Reports to the Vice President and keeps them informed as needed.
- Form a committee and together with the Vice President, meet on a regular basis.
- Work with committee members in designing and sourcing new spirit items.
- Gain approval from both the President and Vice President, prior to ordering or re-ordering any existing items.
- Give a copy of all orders to Booth Clerk and Treasurer.
- Make decision for pricing and quantities of new items. Approve with President and Vice President
- Maintain a binder with invoices of all design items ordered
- Monitor inventory on a weekly basis and adjust prices and re-order as needed.
- Co-ordinates with Booster Manager to do physical counts of inventory at mid and year-end.
- Advises Booster Clerk of all deliveries.
- Follow agreed upon procedures for ordering, invoicing and receiving goods.
- Maintain a current list of vendors.
- Consult with the HS Administration and Central Administration regarding use of school logo on design items.
- Ensure receipt of monthly inventory counts report from the Booster Clerk.
- Work within the prescribed budget for the design committee
- Decorates Booster Booth display cabinets.
- Attend all Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual timeline.

Guidelines and Procedures

- The HS Administration, before posting, must approve all publicity posters and flyers.
- Chairperson shall be responsible for operating within the prescribed budget.

Singapore American High School Eagles Booster Club eNews and Publicity

Purpose

Communicate and promote Eagles Booster Club activities and events within the SAS community.

Job Description

- Reports to the President and keeps them informed as needed.
- Acts as liaison with the SAS Director of Communications and community organizations as needed, for inclusion of appropriate articles and notification of events.
- Coordinate with Booster Board members to ensure all SAS Booster related events are included into eNews and assist in the design and production of publicity posters as needed.
- Create weekly submissions for SAS eNews and work with the President to write any other submissions as requested from the SAS Communications department.
- Review the eNews preview each week to ensure that all Booster submissions appear correctly and links work properly.
- Ensure information on Booster Club webpage is accurate and current.
- Assist the President in updates to social media platforms with announcements from eNews, reminders, and publicizing Booster Club events.
- Attend all monthly Booster Board meetings and General Meetings
- Prepare an annual timeline.

Guidelines and Procedures

- Some submissions may not be announcing an upcoming event, but rather congratulating our IASAS athletes, promoting new Booth items, or thanking parents for their support.
- Submissions must be sent to the President for approval prior to being sent in for any publication. All submissions must be approved and submitted by appointed deadlines.

Singapore American High School Eagles Booster Club Hospitality

Purpose

Act as hostess at Board and General Booster Club Meetings, Booster Club Appreciation Luncheon, and parent room at SAS IASAS sporting events.

Job Description

- Reports to the Secretary and keeps them informed as needed.
- Arrange for board members to bring fruit and baked goods to each board meeting
- Arrange for table set up and ask board members to bring fruit or baked goods to Welcome Back Coffee
- Plan and send out invitations for Booster Club Appreciation Luncheon
- Arrange a parent room for IASAS events.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Guidelines and Procedures

- Venue, table, and chair set-up shall be arranged by work order with the Facilities Office, in advance.
- Food orders through the HS cafeteria shall be made in advance. Receipts shall clearly specify date and name of the event and forwarded to the Treasurer.
- Chairperson shall be responsible for operating within the prescribed budget.

Singapore American High School Eagles Booster Club Popcorn Day

Purpose

Organize and distribute free popcorn to all high school students during the final review days before semester exams during the school year.

Job Description

- Reports to the Parliamentarian and keeps them informed as needed.
- Order popcorn, oil and containers for popcorn machine.
- Order tables and the transfer of popcorn machines through the Facilities Office.
- Notify the High School announcement contact person of the event so that it will be included in the daily bulletin.
- Set up schedule for work day and have copy available on the day.
- Arrange to have cleaning material for end of event, (i.e. bucket, soap, cloths).
- Contact eNews and Publicity Chair three to four weeks in advance to make posters advertising Popcorn Day.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Guidelines and Procedures

- All publicity posters and announcements must be approved by the HS administration before publication or posting.
- Maintaining the popcorn bin with supplies in the Booster booth.
- Responsible for operating within the prescribed budget.

Singapore American High School Eagles Booster Club Spirit Sales

Purpose

To sell and display Booster Club spirit items outside of normal Booster Booth hours.

Job Description

- Reports to the Vice President and keeps them informed as needed.
- Coordinate Vice President and Design Chairperson to determine Spirit Sales event dates.
- Enlist volunteers to man the booth or table. If you need further volunteers, ask the Booth Manager to send a request to the Booth workers and substitutes.
- Coordinate site set-up with Facilities Office.
- Pack and move the items from the Booth for the sale.
- Coordinate with Booth Clerk before each event for cash box and booth access.
- Contact eNews and Publicity Chair three to four weeks in advance to make posters advertising event as appropriate.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- Attend Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Guidelines and Procedures

Transferring of all cash before, during and after events requires two (2) people of which one (1) must be from the Booster Board.

Design Events from Booster Booth - - Arrange for Booth Manager or Booth Clerk to open the safe. Make sure change is available for day of event. Recruit booth sales volunteers. Be available to open and close.

PTA International Fair - - For the PTA International Fair Booster Club will set up a table in the Middle School foyer.

Welcome Back BBQ, Friday Night Lights, IASAS and/or Exchanges - -Determine whether Spirit Sales will have a booth. A decision should be coordinated with Design Chairperson and the Vice President. These events usually require movement of items out of the booth to another location. You will want to sell sport related items, such as seat cushions, shorts, and towels. Be sure to pack the cash box, change, price list or ipad, plastic sign, Booster banner, tablecloths, bags, sales sheet, calculator, pencils, and price tag signs.

Singapore American High School Eagles Booster Club Student Luncheons

Purpose

To host two student luncheon events per year: House Spirit Event and Scholars List Luncheon

Job Description

House Spirit Event

- Coordinates with Dean of Students regarding date, time and location and focus of House event.
- Set up 3 separate areas and decorate with house colors. Arrange for tables in advance with facilities.
- Booster Club supplies all paper goods and decorations. Students are welcome to supplement.
- If food items are supplied, use house color theme, ie blue icing, purple sprinkles etc
- Meet with StuCo, with Dean of Students, to advise and prepare StuCo for any element of student participation needed.
- Arrange to have impartial judges attend to participate as needed.
- Recruit parent volunteers to assist as needed for the event.

Scholars List Luncheon

- Reports to the Secretary and keeps them informed as needed.
- Contact the high school secretary to obtain number of students to be honored
- Compose email invitation to include date, time and location of the lunch.
- Ensure invitation format and list of honor roll students is forwarded to the Director Of Communications for emailing one week prior to the event.
- Contact volunteers to help during the luncheon.
- Oversee set up of tables with facilities, ordering of food from vendors and clean up after the lunch.

Guidelines and Procedures

- Plan event for date already predetermined on the high school master calendar. Reserve venue and coordinate site set-up with Facilities Office.
- Submit all original receipts and invoices to the Treasurer upon conclusion of the events.
- Ensure check requests be submitted to the Treasurer in a timely manner.
- Contact eNews and Publicity Chair three to four weeks in advance to make posters advertising event as appropriate.

- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- HS Administration must approve all publicity posters and flyers before posting.
- Chairperson shall be responsible for operating within the prescribed budget.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Singapore American High School Eagles Booster Club

Visual & Performing Arts Coordinator

Purpose

Organize receptions for Visual and Performing Arts (V&PA) activities.

Job Description

- Reports to the Treasurer and keeps them informed as needed.
- Act as a liaison to the Visual and Performing Arts (V&PA) Department under the direction of the Theater Coordinator.
- Meet with Theater Coordinator as necessary.
- Act as liaison to the V&PA parents.
- Act as liaison to Singapore American School Administration and faculty in V&PA matters, as needed.
- Coordinate refreshments with the Theater Coordinator to be served at receptions.
- Decorate tables with flowers, tablecloths and simple decorations with direction from the Theatre Coordinator.
- Organize volunteers for reception set up, serving and clean up.
- Contact eNews and Publicity Chair three to four weeks in advance to make posters advertising event as appropriate.
- Prepare and submit a blurb to eNews and Publicity Chair for submission into eNews to publicize event and solicit volunteers as appropriate.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual timeline.

Guidelines and Procedures

- HS Administration must approve all publicity posters and flyers before posting.
- Chairperson shall be responsible for operating within the prescribed budget.

Section IV – Sub-Committees

Donations
Nominations
Senior Awards

Singapore American High School Eagles Booster Club Donations Sub-Committee Policy

Purpose

To consider and recommend monetary requests by teachers, coaches, advisors and student groups for money to be donated by the Eagles Booster Club.

The Sub-Committee members include: Booster Club Treasurer, HS Deputy Principal, HS Activities Director and HS V&PA Director and two Booster Board Members.

Chairperson

- Ensure that the Activities Director, HS V&PA Director and the Deputy Principal have copies of the Donations Sub-Committee Request Procedures and Request Forms for distribution to teachers, coaches, advisors and student groups.
- Receive requests from the individuals/groups the week prior to the Donation Committee Meetings.
- Copies are distributed to the Activities Director, HS V&PA Director, Deputy Principal, Booster Club President and Donations Sub-Committee Members. Gather more information on request, as necessary.
- Coordinates all Donation Meetings to be held one week prior to the monthly Booster Board Meeting.
- Present all Donation requests at the Booster Executive Board Meeting.
- Present the Donation Sub-Committee's recommendations at the Booster Club Board Meeting.
- Lead discussion at Donations meetings, offer suggestions, and vote only to break a tie.

Activities Director, HS V&PA Director and Deputy Principal and Board Members

- Monitor requests to ensure that they cannot be better served through the Board of Trustees, High School budget, Activities budget or PTA Fund Spending.
- Distribute request procedures and forms to requesting groups.
- Review all request forms with the Donations Chairperson.
- Present recommendations, comments and suggestions on all forms received, to the Donation's Sub-Committee.

Committee Members

- Attend all meetings of the Donations Sub-Committee.
- Discuss and make recommendations on donation requests.
- Participate in the decision of allocation of funds.

Guidelines and Procedures

- The Committee will utilize the following options when reviewing donations requests:
 - Recommend Boosters make the donation, as requested.

- Recommend Boosters make donation with changes/compromise.
- Table request and seek further information.
- Recommend that the request be denied.

Singapore American High School Eagles Booster Club Nominations Sub-Committee Policy

Purpose

To present a list of candidates, with a minimum of one (1) candidate for each office, at the Eagles Booster Club General Meeting in April.

Chairperson

- Appointed by the Booster Executive Board in May (usually the Parliamentarian)
- Should have prior Eagles Booster Club Board experience.
- Selects two additional members to serve on the sub-committee.

Guidelines and Procedures

- The Nominations Committee shall present a list of Executive Board candidates with a minimum of one (1) candidate for each office at the Eagles Booster Club General Meeting in April. The election shall take place in April with installation of officers in May.

Singapore American High School Eagles Booster Club Senior Award Sub-Committee Policy

Purpose

To award five \$2,000 awards to seniors who articulate their ability to apply experiences in a submitted essay.

Chairperson

- Booster Club President (or next Executive Officer if the President has a child in the senior class).
- Selects a committee of four additional members.
- Two members of the Booster Board, (the members shall not currently have a senior student).
- Two High School teachers, (teachers must not be participating in the selection of any other senior awards and teachers must not currently have a senior student).
- Awards presented to each recipient at the annual Senior/Athletic/Academic Awards assembly.

Guidelines and Procedures

- Submitted applications and written essays from the students applying for awards will be reviewed by the committee members individually and rated.
- Names of students will not be disclosed while reviewing applications.

Section V – Ex-Officio

Parliamentarian

Singapore American High School Eagles Booster Club Parliamentarian

Purpose

Ensure that Eagles Booster Club meetings run according to parliamentary procedures as found in Robert's Rules of Order Newly Revised.

To maintain the Policy Manual.

Job Description

- Act as an ex-officio member of the Eagles Booster Club Executive Board appointed by the President.
- Act as a liason to the BBQ Concessions and Popcorn Day.
- Ensure that all committees under the Parliamentarian do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Shall be well versed in Booster Club Policy, Booster Club Bylaws and Robert's Rules of Order Newly Revised. This Reference book is kept in the Booster Booth.
- Responsible for keeping the Policies and Procedures book up to date.
- Attend all monthly Executive Board Meetings, Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Guidelines and Procedures

- The Parliamentarian should attend each official meeting of the Eagles Booster Club to advise the presiding officer on questions of procedures in transacting the business of the meeting.
- Questions intended for the Parliamentarian should be addressed through the presiding officer. The Parliamentarian may ask the presiding officer to make a correction if a point is out of order.
- The presiding officer may call on the Parliamentarian for advice at any time, but is not obligated to follow the recommendations. Any member may appeal the decision of the Chairperson through a motion, second and a majority vote for reversal of a decision.

Section VI – Miscellaneous

Key Inventory

Singapore American High School Eagles Booster Club Key Inventory

Booster Booth

- Safe: 2 keys (Booster President, Booth Clerk, Booth Manager)

PTA Display Cabinet

- One set retained in Booster Booth file cabinet.

Basement Storage Room

- 1 keys (Retained in Booster Booth).

Cash Register

- One set remains in the machine

*extra keys, as needed, to be requested through Central Administration.