



# **BOOSTER CLUB**

## **RULES OF OPERATION**

The Booster Club at the International School Nido de Aguilas is a Standing Committee of the Nido Parent Association (NPA), operating within the structure and statutes/policies of the NPA.

### **PURPOSE**

The Booster Club is established to assist and support the Middle and High School Academic, Aquatics, Arts and Athletics programs at Nido de Aguilas. The committee will promote, support, and encourage school spirit, and sponsor Booster Club special events. The club is empowered to raise funds to meet this purpose.

### **MEMBERSHIP**

1. Membership is open to all Nido parents, staff, alumni or any person interested in supporting Booster Club activities / events.
2. There will be open monthly meetings of the Booster Club.

### **COMMITTEE**

1. The MAIN COMMITTEE of the Booster Club includes: Chairperson, Secretary, Treasurer and the following coordinators: Academic, Aquatics, Arts, Athletic, Concessions, Friday Sales and Team Nido Merchandise.
2. The Chairperson will be elected by the NPA membership as part of the NPA Board. Nomination for the same will be in accordance with the Statutes of the NPA.
3. Other committee positions will be advertised by the NPA Board on the first Monday of May with expressions or interest/nominations closing second week of May.
4. The MAIN COMMITTEE would then be selected by a simple majority of the Board at the June NPA Board Meeting.
5. Term of office shall be for one year, to begin the day after the last day of the school year, and continue until the last day of the following school year.
6. The NPA President and Nido Director of Student Activities (or his/her designee) are both ex-officio members of the NPA Booster Club Standing Committee.

### **RESPONSIBILITIES OF THE MAIN COMMITTEE:**

The CHAIRPERSON shall:

1. Be the official representative of the NPA Board to Booster Club.
2. Be the official representative of the Booster Club.
3. Preside at all Booster Club meetings.
4. Be an ex-officio member of all Booster Club sub-committees; appoint the chairperson of all Booster Club sub-committees.
5. Call special meetings as necessary.
6. Set dates for Booster Club activities with guidance from the Nido Director of Student Activities.
7. Submit an annual budget prepared by the Booster Club Treasurer to the NPA Board Treasurer.

8. Submit a written report of activities and finance to the monthly NPA Board meeting.
9. Coordinate the banner design with the Nido Communications Assistant and ensure the timely printing of each.
10. Submit for publication to the school Year Book photos and a summary of the Booster Club activities for the year in coordination with the NPA Marketing Coordinator.

The SECRETARY shall:

1. Record minutes of all Booster Club meetings and distribute them via the shared google docs prior to the next meeting.
2. Four (4) days prior to the committee meeting, assemble and distribute reports from each member.
3. Maintain the master list of the Booster Club Recognition Gifts which are provided to all SAAC and non SAAC participants.
4. Maintain a file of all previous and current paperwork, including but not limited to minutes of meetings, Booster Club correspondence, committee member reports, rules of operation, NPA Statutes and Relationship Agreement between the NPA and the school.

The TREASURER shall:

1. Be responsible for all funds coming into the Booster Club and shall ensure the deposit of such funds into the Booster Club cost centre within the NPA Accounts.
2. Make disbursements authorized by the Booster Club Main Committee, issue receipts, and keep account of all monetary transactions of the Booster Club.
3. Ensure payment of all Booster Club bills in a timely manner, require bills to have supporting receipts, and maintain an accurate record of Booster Club accounts. Authorization for account withdrawals to meet such payments shall be signed by either the NPA President or NPA Treasurer.
4. Submit a written report of the financial standing of the Booster Club at each monthly meeting.
5. Prepare an annual budget based on information given by the MAIN COMMITTEE coordinators. The budget shall be prepared in *April* and presented at the *May* NPA Board Meeting for NPA Executive Board approval.
6. Prepare and *have available* all financial records and reports for audit by any Nido Parent Association member and/or NPA President or NPA Treasurer by the last day of school.

The ACADEMIC COORDINATOR shall:

1. Be a communication link between the designated school administrator, various advisors for Chess Team, Debate Teams, Global Issues Network (GIN) Junior United Nations (J MUN-Middle School), Knowledge Bowl (KB), Model United Nations (MUN) and the Booster Club.
2. Liaise with the Booster Club Secretary to allocate Booster Club recognition gifts for travelling Academic participants.
3. Hand out Booster Club bags and/or patches to traveling GIN, KB, MUN, J MUN participants and advisors. (Note: red bags and patches for high school; blue bags only for middle school teams)
4. Hand out team shirts for Debate Teams and Chess Team participants and advisors.
5. Organize goodie bags for departing Academic Team participants.
6. Organize the lists for the recognition banners made for all HS Academic Teams to be displayed in Stevenson Hall.
7. Develop the concept of Team Parents (Academic Advocates).
8. Act as recruitment officer for the Booster Club regularly seeking volunteers throughout the academic year.
9. Encourage parent participation in the Booster Club.
10. Encourage parent attendance at Nido events and Booster Club activities.

The AQUATICS COORDINATOR shall:

1. Be a communication link between the Aquatics Director, coaches, advisors, and other administrators and the Booster Club.
2. Liaise with the Booster Club Secretary to allocate Booster Club recognition gifts for High School and Middle School Aquatics participants.
3. Hand out Booster Club bags or patches to traveling aquatics participants and coaches. Note red bags and patches for high school; blue bags and patches for middle school team members.
4. Organize goodie bags for all (11 year olds through to HS) Aquatic representative (water polo and SAAC swimming).
5. Organize the lists for the recognition banners made for Swimming SAAC Team (note two (2) banners; High School SAAC Swim Team and Middle School SAAC Swim Team) and the Varsity Water Polo Team
6. Help organize the Hospitality Room for SAAC Tournaments hosted at Nido.
7. Assign and coordinate Team Parents for all aquatics teams.
8. Encourage parent participation in the Booster Club.
9. Encourage parent attendance at Nido events and Booster Club activities.

The ARTS COORDINATOR shall:

1. Be a communication link between the designated school administrator, various directors, advisors, and the Booster Club.
2. Provide support to the Arts Council as parent liaison.
3. Ensure Arts Faculty are reminded of the need to select an Artistic Excellence Award recipient to be awarded during the Arts in Action held in the second semester.
4. Liaise with the Booster Club Secretary to allocate Booster Club merchandise for travelling Fine and Performing Arts participants.
5. Organize goodie bags for any departing fine and performing arts participants.
6. Organize the list for the recognition banner made for the Fine & Performing Arts SAAC Teams
7. Help organize the Hospitality Room for SAAC Events hosted at Nido.
8. Develop the concept of Team Parents (Fine and Performing Arts Advocates).
9. Encourage parent participation in the Booster Club.
10. Encourage parent attendance at Nido events and Booster Club activities.

The ATHLETIC COORDINATOR shall:

1. Be a communication link between the Director of Student Activities, coaches, advisors, and other administrators and the Booster Club.
2. Coordinate FanFest events each semester.
3. Liaise with the Booster Club Secretary to allocate Booster Club recognition gifts for travelling Academic participants.
4. Hand out Booster Club recognition gifts to traveling athletic participants and coaches.
5. Organize goodie bags for travelling Athletic SAAC, rugby and field hockey participants.
6. Organize the lists for the recognition banners made for all Varsity and Junior Varsity Teams
7. Help organize the Hospitality Room for SAAC Tournaments hosted at Nido.
8. Assign and coordinate Team Parents for all athletic teams.
9. Encourage parent participation in the Booster Club.
10. Encourage parent attendance at Nido events and Booster Club activities.

The BOOSTER CLUB CONCESSIONS COORDINATOR shall:

1. Be responsible for Booster Club concessions and storage locations.
2. Maintain a roster of volunteers to staff the concessions.
3. Coordinate with the High School Student Council to assist in the allocation of student community service groups to share the concession by providing volunteers and baked goods and sharing the profit.
4. Maintain the master copy of the google document for concession allocation.
5. Work closely with the Team Nido Merchandise Coordinator.

The FRIDAY SALES COORDINATOR shall:

1. Organize the Friday Sales – ensuring adequate materials are available for sales.
2. Maintain the WhatsApp and a roster of volunteers for each sale and further encourage new parent participation.
3. Develop and implement new sale initiatives.
4. Lead the Friday Sales, sales team.
5. Keep the Booster Club Friday Sales bodega tidy and pest free.
6. Encourage parent attendance at Nido events and Booster Club activities.

The TEAM NIDO MERCHANDISE COORDINATOR shall:

1. Be responsible for design, approval and purchase of all TEAM NIDO items sold by the Booster Club.
2. Be responsible for inventory control.
3. Keep a record of purchases, supported by receipts (preferably facturas), showing the amount spent.
4. Keep a record of sales, supported by boleto/transbank receipt, showing the amount of money received.
5. Keep a spreadsheet with information including sales, IVA and Inventory Cost.
6. Submit a monthly sales/inventory report to the NPA Office Manager with a copy to the NPA Treasurer and Booster Club Chairperson.
7. Submit a quarterly sales/inventory report to the Booster Club Treasurer and Secretary for filing.
8. Lead the merchandising sales team.
9. Establish an annual schedule (or calendar) of sales.
10. Meet with NPA treasurer once per quarter to review documentation.
11. Encourage parent attendance at Nido events and Booster Club activities.

Established 06 September 2010

Revised July 2012 to include Aquatic Coordinator following the establishment of the Aquatics team and the SAAC Swimming tournament.

Revised May 2016 to reflect the change of the PTA to that of Nido Parent Association (NPA)

Revised May 2019 to reflect the change of titles of the Nido Athletic Director to Director of Student Activities and the role of the TEAM NIDO Merchandise Coordinator.