



HANDBOOK

Creating a philanthropic network for emerging leaders

Mission & History

Boys & Girls Clubs of Central Florida's (BGCCF) mission is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible and caring citizens.

In 1944, former Brooklyn Dodger Joe Stripp, one of the last "Spitballers" in the Major League, founded the Boys Club of Orlando to "provide healthful recreation for underprivileged boys." The Club met in the old Davis Armory in Parramore, which still stands across the street from our current Levy-Hughes Club. Although females had been members for more than 10 years, in 1988, the organization became Boys & Girls Clubs of Central Florida – adding "Girls" to our name two years before the Boys Clubs of America did!

Now, 76 years later, BGCCF is safe haven for over 16,000 at-risk Central Florida youth at 33 Clubs across six counties. By providing holistic youth development services, we ensure that our most vulnerable citizens are nurtured both academically and personally to succeed in breaking the cycle of generational poverty that is prevalent in the neighborhoods where they live.

Core Program Areas

Our Clubs offer daily after-school and full-day summer youth development programs focused on providing underserved youth with an outcome-driven, world-class Club Experience, assuring success is within their reach. We emphasize five core areas:

- Character & Leadership Development
- Education & Career Development
- Health & Life Skills
- The Arts
- Sports, Fitness & Recreation

Using this programming, we strive to reach our Priority Outcomes: Academic Success, Good Character & Citizenship and Healthy Lifestyles.

About Club Blue

Club Blue is a young professionals' Board (ages 21-35) that extends their time, talent and resources to support the mission of BGCCF – ultimately making a difference in the lives of at-risk youth in our community. Club Blue focuses on four objectives:

- Create a welcoming philanthropic environment where young professionals can meet, gain exposure, share ideas and experiences
- Support BGCCF through personal financial investment, fundraising, & volunteerism
- Serve as ambassadors – introducing the mission of BGCCF to internal networks through word of mouth, social media and/or personal introductions, to help increase awareness.

- Gain knowledge and understanding of the nonprofit sector & identify future talent for BGCCF's Governance Board

Strategic Plan

Mission

Connect emerging leaders with the desire to make a difference in a child's life through leadership, volunteerism and advocacy.

Vision

Develop a thriving philanthropic young professionals' Board that is committed to long-term investment in the mission of Boys & Girls Clubs of Central Florida (BGCCF) and the lives of young people.

Strategic Activities/Participation

Twelve (12) General Body Meetings (final Wednesday of every month)

- Organizational update - operational, development, marketing, financial
- Plan and strategize socials, networking, recruitment and fundraising efforts

Three (3) Membership Networking/Volunteer Events (February, May, September)

Three (3) Fundraising Initiatives (February, August, December)

- Celebrate the Children (sponsorship or silent auction solicitation)
- Peer-to-peer fundraising event
- End-of-year/holiday fundraiser

One (1) Professional Development Workshop or Seminar (October)

One (1) Social/Team-Building Activity (July)

Board Giving Policy

Board members are expected to give a monthly monetary gift of \$25.00 (Executive Leadership monthly monetary gift - \$50.00) to Boys & Girls Clubs of Central Florida and are responsible for raising an additional \$600.00 annually. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, and by attending fundraising events.

Time Commitment

Board members are required to attend at least nine (9) of the twelve (12) general board meetings each year. Members will be provided with the opportunity to attend virtually via TEAMS, should physical presence not be possible. Meetings will be scheduled by the Annual Fund & Stewardship Manager in coordination with Boys & Girls Clubs of Central Florida leadership. General Body meetings will be held on the 4th Wednesday of every month at 5:30PM.

Board Structure – Executive Leadership Team

Chair

Focus: Reaching strategic goals, supporting Club Blue, and communicating with Boys & Girls Clubs staff

- Oversee the nominations and elections process for the Club Blue Executive Leadership Team annually and the recruitment of any vacant Executive Leadership positions
- Lead the Executive Leadership Team in the implementation of Club Blue's vision and ensure the organization is carrying out its mission

Vice Chair of Resource Development

Focus: Organizational fiscal responsibility & fundraising

- Secures Club Blue sponsors by leveraging the support of Club Blue members, as well as his or her own network, to provide member discounts, host events, give funds, etc.
- Coordinating profitable fundraising events and campaigns that benefit Boys & Girls Clubs of Central Florida
- Monitors fundraising goals and communicates progress at each Executive Leadership meeting

Membership Chair

Focus: Organizational growth & recruitment

- Monitors and communicates membership goals during Executive Leadership meetings
- Makes recommendations on how to recruit more effectively and helps Club Blue effectively implement recommendations
- Assists in identifying and following-up with potential new members
- Provides encouragement and resources so members can actively recruit new members

Volunteer & Engagement Chair

Focus: Creating engaging and meaningful volunteer experiences

- Identify, plan and host volunteer opportunities
- Identify & coordinate with diverse partners to host joint service events
- Maintain a log of service hours registered by members (from Club Blue facilitated volunteer projects) and provide quarterly updates to the Executive Leadership Team

Marketing Chair

Focus: Increasing brand awareness of Club Blue and Boys & Girls Clubs of Central Florida

- Create a marketing and communications plan for Club Blue social media fundraisers
- Work closely with the Executive Leadership to ensure all Club Blue messages and events are being communicated with all members
- Work closely with the Marketing & Communications department to have graphics and flyers created, when needed

Networking & Social Chair

Focus: Facilitating networking opportunities

- Identify, plan, and host social experiences and fundraisers for Club Blue members & potential members that embody Club Blue's vision, mission, and values
- Identify, plan, and host professional development events/learning opportunities for Club Blue members that focus on member interests and needs
- Provide content suggestions for the Club Blue LinkedIn page to highlight relevant professional development information

Term & Elections

Club Blue Executive Leadership terms last one fiscal year (July 1 – June 30) and members can serve for three (3) consecutive terms if re-elected. If an Executive Leadership member is unable to complete their term, the Annual Fund & Stewardship Manager will alert all Club Blue members and offer them an opportunity to make nominations. If the Chair is unable to complete their term, the Vice Chair of Resource Development will assume their role until an official election takes place.

In May, all Executive Leadership Team position descriptions will be available. The Annual Fund & Stewardship Manager will oversee an application process and election for these positions. In June, an announcement about the newly elected Executive Leadership Team will go out and their term will start in July.

Staff Support

Club Blue will receive regular, timely, and accurate information from BGCCF's Annual Fund & Stewardship Manager. Board members will receive staff support in fulfilling their responsibilities, particularly as they access their networks for philanthropic support.

Gabriela Diaz

Annual Fund & Stewardship Manager

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(407) 841-6855

Benefits

- Connect with emerging leaders in your community
- Help impact the lives of at-risk youth served by Boys & Girls Clubs of Central Florida
- Understand board governance of a non-profit organization
- Access to Club Blue socials, volunteer events, & fundraising initiatives
- Exposure to high-level executives & companies part of the BGCCF network
- Club Blue Board roster with member business and contact information
- Monthly mission e-news
- Admission to the member-only LinkedIn group
- Access to special tickets for Celebrate The Children and regional events
- Eligibility for leadership opportunities within Club Blue

Organizational Policies

We appreciate your efforts to assist Boys & Girls Clubs of Central Florida. To insure your understanding of our expectations, please read the following guidelines. If you have any questions, please consult the Program Liaison.

1. The Boys & Girls Clubs of Central Florida Club Blue Program Liaison will maintain a file on each Club Blue member. Such files are the property of Boys & Girls Clubs of Central Florida; access to the information they contain is restricted.
2. Confidentiality is very important to Boys & Girls Clubs of Central Florida. The organization will give out no information to sources outside the organization without a legal request or a release signed by the member.
3. It is important that the organization files contain current information regarding each Club Blue member. It is the member's responsibility to inform the Program Liaison immediately whenever there are changes in your personal data such as address, telephone number, email address, and person(s) to notify in case of emergency.
4. Boys & Girls Clubs of Central Florida do not permit any form of sexual harassment as outlined below. Please reference the sexual harassment policy attachment.
5. Boys & Girls Clubs of Central Florida are committed to maintaining safe conditions for everyone in our buildings. Please reference the safety policy outlined below.
6. Boys & Girls Clubs of Central Florida is subject to state statutes regarding smoking in the workplace. Accordingly, you are asked to refrain from smoking on Club property.
7. This is a volunteer membership program and not an employment contract or arrangement with Boys & Girls Club of Central Florida. Boys & Girls Clubs of Central Florida reserves the right to terminate this volunteer program relationship at any time, for any reason.

Sexual Harassment Policy

Boys & Girls Clubs of Central Florida is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, color, religion, national origin, ancestry, gender, age, medical condition, marital status, disability, or veteran status. The Organization strongly disapproves of and will not tolerate harassment of employees, volunteers or Club Blue members by managers, supervisors, or co-workers. Boys & Girls Clubs of Central Florida will also attempt to protect employees, volunteers or Club Blue members from harassment by non-employees/non-volunteers in the workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with performance. Some examples include racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcomed sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

You should report any incident of harassment, including work-related harassment by any Club staff or any other person, promptly to your Program Liaison. Those who receive complaints or who observe harassing conduct must inform Leadership immediately.

Every complaint of harassment that is reported to the Leadership will be investigated thoroughly, promptly, and in a confidential manner, with Human Resources. In addition, the Organization will not tolerate retaliation against any employee, volunteer or Club Blue member for making a complaint to Leadership, Human Resources or to any other manager.

In the case of Organization employees, volunteers or Club Blue member, if harassment is established, Boys & Girls Clubs of Central Florida will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by members, visitors, or vendors, corrective action will be taken after consultation with the appropriate management. As a representative of Boys & Girls Clubs of Central Florida, you are obligated report any activities of observed harassment immediately to your Program Liaison or to a Boys & Girls Club Leadership representative.

Safety Policy

Boys & Girls Clubs of Central Florida strives to maintain safe conditions for everyone in our buildings. The success of our safety program depends on the cooperation of everyone. It is each individual's responsibility to learn and observe safety rules at all times and to immediately report potential safety hazards, injuries or accidents to your Program Liaison. Each individual should think defensively, anticipate unsafe situations and report them immediately.

Please observe the following precautions:

1. Notify your Program Liaison of any emergency situation. If you are injured or become sick while participating in any Club Blue events or projects, no matter how slightly, you must inform your Program Liaison immediately.
2. Boys & Girls Clubs of Central Florida maintains a Drug Free Workplace. The use of alcoholic beverages or illegal substances, or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your responsibilities fully and follow instructions. If you are not sure of the correct, safest procedure please ask the Program Liaison.
6. Know the locations, contents and use of first aid supplies and fire extinguishers.
7. Know the emergency exits from the program rooms and the building in general.
8. Keep all areas neat and free of obstructions, which might impede normal navigation of the facility or impede evacuation in the event of an emergency.

CLUB BLUE HANDBOOK RECEIPT ACKNOWLEDGEMENT

Board Member Name: _____

I acknowledge that I have received a copy of Boys & Girls Clubs of Central Florida's Club Blue Handbook. This document contains the policies and procedures governing membership within Club Blue. I have read and understood the contents. I understand that the Boys & Girls Clubs of Central Florida may modify or rescind any policies or procedures described in the Handbook at any time without prior notice to me.

Member Signature

Date

Witness Signature

Date