



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 36 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' Association (ages 21-38) 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 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 signature fundraising event

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. 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.

The annual fundraising requirements for the Board are as follows:

- Board Chair: \$600.00
- Executive Leadership (Vice Chair, Treasurer, & Secretary): \$400.00
- General Board members: \$200.00

Club Blue Board Time Commitment

Board members are required to attend at least nine (9) of the twelve (12) Board meetings scheduled for a calendar year. They are also required to serve on one (1) standing committee and attend at least nine (9) of the twelve (12) committee meetings. 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. Board meetings will be held on the 4th Wednesday of every month at the Boys & Girls Clubs of Central Florida Service Center from 6:00pm-7:00pm.

Board Structure – Executive Leadership Team

Chair

The Board Chair focuses on strategy to support Club Blue and Boys & Girls Clubs.

Key Responsibilities:

- Represent Club Blue at speaking/engagement opportunities, fundraising events, and Boys & Girls Clubs functions
- Attend 10/12 Club Blue Board meetings and all general body meetings
- Serve on Board Development Committee to ensure Club Blue engagement
- Serve as a liaison between committee Chairs and Club Blue at large
- Facilitate Club Blue Board and general body meetings
- Develop, and ensure appropriate implementation of Board and general member onboarding strategy, which emphasizes appropriate respect of diversity, inclusion, and equity

Vice Chair

The Vice-Chair provides additional Board leadership and assumes the role of Board Chair when the Chair is absent.

Key Responsibilities:

- Attend 10/12 of all Board meetings
- Lead Board meetings if Board Chair is absent
- Serve on Board Development Committee to ensure Club Blue Engagement
- Develop, and ensure appropriate implementation of Board and general member onboarding strategy, which emphasizes appropriate respect of diversity, inclusion, and equity

Treasurer

The Treasurer reports the ongoing financial viability and stability of Club Blue.

Key Responsibilities:

- Compliance for membership dues and membership standing
- Serve on Fundraising Committee to ensure appropriate use of organization's resources
- Assess Club Blue's financial health status set objective goals for the fiscal year
- Answer any questions from Board related to annual fundraising objectives

Secretary

Focus: Ensures all Club Blue actions are documented.

Key Responsibilities:

- Take all Board meeting minutes
- Review & update Club Blue events calendar
- Maintenance of Club Blue records (surveys, feedback cards, etc.)
- Ensure timely and compliant elections of Board members and officers

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.

Committees

In 2021, Club Blue formed three (3) committees (each a “Committee”), all headed by Committee Chairmen (each a “Committee Chair”) who are then actively serving Board Members. Each Committee has a unique purpose which sets out to institute and extend Club Blue’s important mission and vision of connecting Central Florida’s young leaders while facilitating positive influence on the lives of children.

Programming Committee

Focusing on volunteerism, the Programming Committee coordinates events with young professionals to help and serve local Boys and Girls Clubs and its members. We strive to have a more active role in the clubs through mentorship opportunities, educational workshops, & meaningful experiences. Our committee is a liaison between Club Blue and our Club Service Directors, working closely to identify Club needs, gather resources, and enact positive change.

Fundraising Committee

The Fundraising Committee works to coordinate all fundraising initiatives for Club Blue which benefit the Boys and Girls Clubs of Central Florida. The committee works conceptualize, plan, and execute all fundraising events and activities throughout the year. The committee then relays all of the information to Club Blue members who help bring to life the ideas and plans brought forward for fundraising. We strive to use all available resources in order to maximize the amount of money raised for the Club.

Board Development Committee

The Board Development Committee (“Development Committee”) is tasked with recruitment, development and orientation responsibilities. In addition, the Development Committee is responsible not only for spreading awareness of Club Blue and the opportunity to become a General Member of Club Blue, but is also responsible for ensuring a professional atmosphere is created, further exposing Club Blue’s Board Members and General Members to professional and personal growth.

Committee Chairs serve a minimum of one (1) term and a maximum of two (2) terms. Each Committee Chair is responsible for Three Hundred Dollars (\$300) of personal annual giving and has a fundraising goal of Two Hundred Dollars (\$200). Seventy-five percent (75%) attendance is required at volunteer events and general body meetings throughout the year.

General Members

In an effort to spread its mission and vision to help as many children as possible, Club Blue has further increased its outreach to those emerging young leaders who are eager to get involved with the community and give back by creating the position of general member (“General Member”). General Members will be integrated and involved with one of the three Committees.

Admission as a General Member

Every candidate seeking to become a General Member shall fill out and submit its application to the Development Committee. The Committee Chairs of the Development Committee shall review the application with the Chair, Vice Chair, and Membership Chair. The applicant will first meet with the Chair and/or Co-Chair. Upon completion of the interview, the Board Development Committee will confer and vote upon such candidate’s admission. Upon the committee’s consent, the candidate will become a General Member. Upon admission, the candidate shall meet with the Committee Chairs of the Board Development Committee, where the candidate will have an opportunity to learn about Club Blue’s mission and the responsibilities associated with being a General Member of Club Blue.

Responsibilities of a General Member

General Members are required to serve at least one (1) term. There is no maximum amount of terms for General Members. General Members have a personal annual giving requirement of \$300. Furthermore, General Members have 75% attendance requirements at both, Volunteer Activities and General Body Membership Meetings.

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 ensure 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