



GREENSBORO ACADEMY BOOSTERS – OPERATING POLICIES

Greensboro Academy Boosters is an incorporated 501c3 non profit organization operating under the name of Greensboro Academy Boosters, Inc. In addition to the Articles of Incorporation and Bylaws documented for this organization, the directors have also adopted the following basic operating policies and guidelines as of March 2011.

Awards and Recognitions: There are currently several areas of the organization that awards are offered. They are as follows:

- Charles Bryson Volunteer Service Award: This award was established in May 2010 for the outstanding service Mr. Bryson offered to Greensboro Academy. Mr. Bryson, at that time, was a grandfather to a current Greensboro Academy student and volunteered his time and talent with lunch duty and running the entire carpool process. In his honor, the Boosters established an award for our volunteers. He was the first recipient. For the year 2010, Joann Varsi was awarded this honor for her outstanding service. The recipient of this award is selected by the President and Vice President (who are unable to receive this award during their term). Nominations may be given to the President and/or Vice President for consideration. Nominations should be submitted no later than April 15th preceding the May annual meeting where the recipient will be recognized. It is the responsibility of the Parent Relations Chairman to ensure the award is purchased and engraved for the recipient. Additionally, the Parent Relations Chair should ensure the main plaque that hangs at GA has a new plaque engraved for each year's new recipient.
- Spelling Bee, Science Fair, Create It or Other Academic Achievement Awards: These contests and awards are determined by the current Academic Chairmen. It is the policy of the Greensboro Academy Boosters to award these achievements with certificates, trophies, medals or other appropriate figurative awards. Additionally, it is accepted policy that Greensboro Academy will not reward academic or other achievements with any type of monetary award including gift cards, checks or other cash equivalent award. Corporate donations however, may be used to this effect if specifically specified.
- Field Day, Musical, Athletic or Other Awards/Recognitions: It is up to the discretion of the current committee chairman with approval by the Leadership Team to determine any appropriate contest within the scope of their committee to further the education of our Greensboro Academy students, however, in no case, shall the awards for these contents be any type of monetary award including gift cards, checks or other cash equivalent award.

Fundraising: Policies related to fundraising are as follows:

- Fundraising Committee: It is up to the discretion of the Fundraising Committee with approval by the full Leadership Team to determine appropriate fundraising opportunities to support the operating budget of the Greensboro Academy Boosters. It is generally accepted practice that only two major fundraisers are conducted per year (e.g., fall and spring). Given the needs of the Greensboro Academy Boosters, these numbers and times can change, however, it is policy that the proceeds from these fundraisers are to support the Operating Budget of the Greensboro Academy Boosters and are not to be designated for specific causes or organizations except for Greensboro Academy Boosters.
- Hot Lunch Program Fundraising: Beginning in 2001, Greensboro Academy Boosters was offered the opportunity to bring in vendors to offer lunch to our Greensboro Academy students. The generally accepted practice has been to bring in 3-4 vendors to serve lunch on 3-4 days a week. Parents preorder lunches on a monthly basis with the resulting profit going back to the boosters in the following manner:

- Pizza Vendor(s): The profit from this vendor(s), as of January 2008 (as voted on by the members of the Greensboro Academy Leadership Team) supports the Greensboro Academy Boosters operating budget.
- Chick Fil A Vendor: The proceeds from Chick Fil A directly benefit the Athletics program. All excess funds over cost help to defer the cost the Greensboro Academy Athletics program. Coach stipends for athletics are funded in part by the Greensboro Academy Boosters (50% of all coach stipends and 33% of the Athletic Director Stipend) and the Greensboro Academy Board (50% of the coach stipends and 66% of the Athletic Director Stipend).
- Sub/Cold Lunch Vendor(s): The proceeds from any vendors that serve subs/cold lunch currently fund our special projects budget. The special projects budget funds any projects outside of the general operating budget or annual expenses. These are projects brought to the attention of the GA Leadership Team by students, teachers, administration, parents and other leadership team members. See special projects for more information on this fund.
- Other Vendors: Any vendor proceeds not identified above will be funneled directly to the Greensboro Academy Booster operating budget.
- Book Fair Fundraiser: It is a generally accepted practice of the Academic Committee, under the leadership of the Media Center Coordinator (volunteer position on the GA Leadership Team) to hold a Scholastic Book fair on an annual basis at Greensboro Academy. It is policy that the proceeds from this book fair directly support the Media Center and the purchase of books and supplies for the Library.
- Birthday Book Fundraiser: It is generally accepted that the Media Coordinator under the direction of the Academic Committee Chairman will offer the purchase of birthday books to parents who would like to honor their child's birthday at school (it is school policy not to "celebrate" birthdays). The monies received for these books are intended for the purchase of the book selected by the parent or when there is none selected, by the Media Center coordinator. Any funds in excess of the cost of these books at the end of the school year will be reclassified to the Greensboro Academy Booster operating fund and will not be held as "designated funds" for future birthday book purchases. Additionally, as accepted as of June 2010, birthday books may be purchased for the library or for a specific child's classroom library. It should be noted, that any of these books (whether purchased for the library or the child's classroom, become the property of Greensboro Academy and will not follow the teacher when she/he leaves the Academy. In order to ensure this is the practice, it is the responsibility of the Media Center coordinator to ensure these books are stamped, property of Greensboro Academy prior to being offered to the birthday child for first review.
- Individual Committee Fundraising: Outside of the committee fundraisers noted above and dependent upon the committee, there are opportunities where a fundraiser or "selling" an item in support of that committee seems reasonable. Specific examples in past year have included selling t-shirts at the Spring Gala and PJ Read-A-Thon. It is a generally accepted practice of the Greensboro Academy Boosters to allow this type of "marketing/sales" with the approval of the full Leadership Team, however, it is policy that any funds that are raised in correlation with these sales, will flow back directly to the Greensboro Academy operating budget and will not be allowed to be "designated" for the sole purpose of that committee. The one exception to this, are field trip fundraisers. At this point, there are not any regulations to the number or size of field trip fundraisers that allow students to "sell" items to help reduce their specific cost of the field trip. This may be an area for further discussion.

EXPENSES: Policies related to expenses that are not specific to the areas above include:

- Benevolence: Many times our parents and/or staff suffer a family loss or other tragic event. It is the policy of the Greensboro Academy Boosters to support that family with recognition of a card and a small token (\$25 or less) of assistance. This can be in the form of a plant, flowers, gift card for dinner or other need that the family requests. Each recognition needs full Leadership Board approval.
- Sunshine: At times staff members and/or spouses of staff members have get married or have babies. It is the practice of the Greensboro Academy Boosters to support that new couple and/or parents with a card and a small token (\$15 or

less) of our congratulations. This can be in the form of flowers, gift cards or other appropriate items in support of the family.

- Presidents Discretionary Fund: Currently, all expenses (even those approved in the operating budget), must be requested and the monies released via a motion in a Leadership Team meeting prior to expenditure. Given there are times when this is not possible, there is a President's Discretionary Fund. This allows the President to approve up to \$500 for expenditures prior to approval at the next meeting. This expense must be presented to the full Leadership Team at the next meeting for approval.
- Treasurer's Discretionary Fund: Similar to the President, the Treasurer also has a discretionary fund, up to \$100 may be verbally approved for expense. This is mostly for small office items that are required to process and mail checks.
- Special Projects: The special projects budget funds any projects outside of the general operating budget annual expenses. These are projects brought to the attention of the GA Leadership Team by students, teachers, administration, parents and other leadership team members. A special projects request form(found in the parent room) is required to be completed and approved by the Principal and President of the Greensboro Academy Boosters. This is to ensure that these requests are not 1) normally scheduled budget items by NHA for curriculum and/or operating budget items found within boosters. This request form is received and reviewed by the current Vice President. It is the responsibility of the Vice President to ensure a copy of these requests are provided to each member of the Leadership Team in time to review prior to the next scheduled monthly meeting. Items to be considered should be able to be used year over year (i.e., do not need to be replenished) and provide a service/education to a large portion of the school population or grade. See the Special Projects Request form for more information on what is required.
- Teacher Gift Certificates: There are two generally accepted times when our Teachers receive gift certificates from Boosters. The first is our Book Fair certificates. These certificates are for \$50 each and are to be used at the Scholastic Book fair to purchase books that support the teacher's class efforts. This is mandated due to our 501c3 status. The books purchased by these gift certificates become the property of Greensboro Academy and will not follow the teacher when she/he leaves the Academy. In order to ensure this is the practice, it is the responsibility of the Media Center coordinator to ensure these books are stamped, property of Greensboro Academy prior to being delivered to the teachers' classroom. Books purchased by students as gifts to teachers are the property of that specific teacher and may move when the teacher moves. Changes to this process are under the sole discretion of the Academics Chairman with a full vote by the Leadership Team. In addition to the Book Fair Certificates, our teachers are honored at the winter break with a \$25 gift certificate. The type of gift certificate changes each year and is up to the discretion of the Teacher Relations chairman but due to our 501c3 non profit status, we must remain at or under the \$25 per teacher.