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Revised 04/13
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
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 awareness of these activities through involvement and communication.

ARTICLE III
MEMBERSHIP
Membership is open to all parents and/or guardians of high school students attending the Singapore American School, and all other interested persons upon submission of a completed volunteer form.

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 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 and elected at the Annual General Meeting 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.

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 Treasurer shall not serve more than two (2) consecutive terms.

Section 4: Duties of the Officers
A. The President shall:
• Preside at all meetings of the Eagles Booster Club including Executive Board Meetings, Board Meetings and General Meetings.
• Represent and speak for the Eagles Booster Club at school meetings and functions.
• Ensure that all Executive Officers and Standing Committee Chairpersons are fulfilling their job responsibilities.
• Appoint committees not provided for in the Bylaws.
• Act as a liaison between the Eagles Booster Club, Activities Director and SAS High School Administration.
• Be an ex-officio member of all committees, serving in an advisory capacity, except the Nominating Committee.
• Ensure that the Eagles Booster Club is represented at all PTA and other pertinent community meetings.
• Call special meetings, as necessary.
• Act as a liaison to the Publicity, Special Projects, Social Fundraisers, and Member at Large board positions.
• Prepare an annual report for submission to the Secretary by the end of the school year.

B. The Vice President shall:
• In the absence of the President, perform the duties and exercise the powers of the President.
• Perform any other duties as deemed necessary by the President.
• Attend all Eagles Booster Club Executive Board Meetings, Board Meetings and General Meetings.
• Act as a liaison to Booth Manager, Design, Design Events, and Uniform Chairpersons.
• Work with and meet regularly with the Chairperson(s) of the Design Committee.
• Act as the Eagles Booster Club’s liaison to HS Administration, Central Administration and the Activities Director on design, ordering and marketing matters directly related to design items, and uniforms.
• Work with the Design Events Chairperson in planning and coordinating event dates.
• Oversee the Booster Booth Manager and Chairpersons of the Design Committee on stock and inventory control.
• Prepare an annual report for submission to the Secretary by the end of the school year.

C. The Secretary shall:
• Keep an accurate record of the proceeding of the Eagles Booster Club including: Executive Board Meetings, Board Meetings, General Meetings and any other meetings, which may be deemed necessary by the President.
• Email the board a reminder for the next meeting and include the minutes that are to be approved.
• Distribute meeting agendas and copies of the minutes of all meetings to the Executive Board, Standing Committee Chairpersons, High School Administration and Activities Director at the start of each meeting.
• Be responsible for all correspondence of the Eagles Booster Club.
• Maintain a copy of the membership roster of the Eagles Booster Club Board.
• Maintain attendance records of all meetings.
• Maintain a file of all minutes, committee and Treasurer’s reports and prepare a bound book of the year’s records.
  • Act as a liaison to Bake Sale, Hospitality, Honor Roll Recognition, and Sports Team Coordinator.
• Perform any other duties as deemed necessary by the President.
• Attend all Eagles Booster Club Executive Board Meetings, Board Meetings, and General Meetings.
• Prepare an annual report for submission by the end of the school year.
D. The Treasurer shall:
• Be responsible for making deposits and paying all bills in a timely manner. All payment requests are to have supporting receipts attached.
• Keep an accurate set of financial books and make a report of the financial standing of the Eagles Booster Club at each meeting and submits a copy of each financial report to the Secretary.
• Ensure that all monthly Booster records of receipts and deposits are correctly reconciled with Central Administration’s bank statements, Booster Booth cash register receipts, and the Treasurer’s accounting statements versus the Central Administration bank statements.
• Is responsible for overseeing the teacher’s authored books for sale in the Booth.
• Chair the March Executive Officers Budget Review
• Prepare a budget proposal for April General Board Meeting.
• Present the proposed budget to the general membership for vote at the Annual General Meeting in May.
• Chair the Donations Committee.
• Act as a liaison to the V&PA Coordinator.
• Perform any other duties as deemed necessary by the President.
• Attend all Eagles Booster Club Executive Board Meetings, Board Meetings, and General Meetings.
• Prepare an annual report for submission to the Secretary by the end of the school year.

Section 5: Voting
All Executive Officer’s, except the President, are voting members of the Executive Board and 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 the Executive Officers, the Chairpersons of all Standing Committees and Ex-officio members, including Parliamentarian, Activities Director, Assistant Activities Director, Theatre Coordinator and PTA Representative.

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 one (1) vote.
• 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 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, Booth Manager, Design, Design Events, Honor Recognition Lunch, Hospitality, Job Shadow, Popcorn Day, Publicity, Special Projects, Social Fundraisers, Sports Team Coordinator, Uniforms, 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.
• An exception to having a high school student enrolled 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 year term limit.

Section 4: Duties

• Each Standing Committee Chairperson shall have one (1) vote, and Co-Chairpersons shall share 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 duties of the Standing Committees shall be supplemented by the following Sub-Committees, which shall be represented by non-voting members of the Eagles Booster Club Board: Donations, Interim Scholarships, Nominations and Senior Awards. The duties of each Sub-Committee Chairperson shall be contained in the Eagles Booster Club Policy Manual.
• The President, with the approval of the Executive Board, appoints Chairpersons of Sub-Committees, with the exception of the Donations and Nominations Sub-Committees. Subcommittees 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 candidates with a minimum of one (1) candidate for each office at the Eagles Booster Club General Meeting in April. The election and installation of officers shall take place in May.

Other nominations from the general membership (with the previous consent of the nominee) must be received in writing 14 days prior to the May election.

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 where only the outgoing members approve the list of candidates.

ARTICLE X
QUORUM

The quorum for conducting business at the Annual General Meeting, Special Meetings, and General Meetings of the Eagles Booster Club 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 members present and voting at Sub-Committee Meetings, Committee Meetings, Board Meetings, and General Meetings.

Section 2: ⅔ Majority to Pass

Motions to end debate, make an amendment to the Bylaws, and suspend rules temporarily require a ⅔ vote of the 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.

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 May to head the Booster Club in cooperation with other members of the Executive Board and Board. She is responsible for spearheading support by parent volunteers of extracurricular athletic, cultural and academic activities for the Eagles Booster Club.

Job Description

Presiding Officer:
• Preside over Executive Board Meetings, Board Meetings and General Meetings.
• Maintain order throughout meetings.
• Follow order of business.
• Decide on all parliamentary questions. She 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 she wishes to speak she calls on the Vice President to preside or leaves the chair.
• May only vote in the case of a tie.

Administrative Officer:
Represent and speak for Eagles Booster Club at school meetings and functions.
• Ensure that all Executive Officers and Standing Committee Chairpersons are fulfilling their job responsibilities.
• Ensure that all committees under the President do not go over budget. Any amount over 5% will need approval of Executive Board approval.
• Appoint committees not provided for in the Bylaws.
• Act as liaison between the Eagles Booster Club, Activities Director and SAS High School Administration.
• Be an ex-officio member of all committees, serving in an advisory capacity, except the Nominating Committee.
• Ensure that the Eagles Booster Club is represented at all PTA and other pertinent community meetings.
• Act as liaison to the Publicity, Social Fundraisers, Special Projects, and Member(s) at Large positions.
• Chair of the Interim Semester Scholarship Committee. If they have a high school student applying, appoints another executive officer without one to chair the committee.
• Chair of the Senior Awards Committees. If they have a high school senior, appoints another executive officer without a senior to chair the committee. Plan and organize the Senior Lunch.
• Insure that Prism Magazine and Islander Yearbook advertisements are produced and turned in for publication.
• Write articles for Singapore American Newspaper, Newsflash, What’s Happening e-mail, etc., as needed.
• Meet with the High School Principal periodically to update him/her on booster activities.
• Vice President and Booth Manager will be supervisor for Booster Clerk.
• Prepare an annual report.

Revised 04/13
Singapore American High School Eagles Booster Club
Vice President

Purpose

The Vice President is a member of the Executive Board. She is responsible for overseeing the Booster Booth, sale and inventory of specialty items and uniforms, and assumes the duties of the President in her absence.

Job Description

- Report to and assume the duties and exercise the power of the President in her absence.
- Oversee and meet on a regular basis with the Design and Uniform Chairpersons.
- Signs check requests for 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 Design Events Chairperson in planning and coordinating event dates.
- Oversee the Booster Booth Manager, Design and Uniforms Chairpersons on inventory and stock control.
- Act as a liaison to the Booth Manager, Design, Design Events and Uniform Chairpersons.
- Supervises the Booster Clerk in coordination with the Booth Manager.
- Ensure that all committees under the 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.
- Prepare an annual report.

Revised 05/13
Singapore American High School Eagles Booster Club
Secretary

Purpose

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

Job Description

- Attend and record minutes at all Eagles Booster Club meetings.
- Send email reminders to board with time and place of the board meeting.
- Distribute minutes 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.
- Act as liaison to Bake Sale, Hospitality, Honor Recognition Lunch and Sports Team Coordinator.
- Ensure that all committees under the President 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.
- Prepare an annual report.

Revised 05/13
Singapore American High School Eagles Booster Club
Treasurer

Purpose

The Treasurer is a member of the Executive Board. They are 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-authored books sold in the Booth. Be sure all payments are made.
- Responsible for Student Club Sponsored Products
- Responsible for transferring approved Donation Funds to Clubs
- Responsible for having all funds for Annual Commitments transferred to proper accounts
- Responsible for preparing a budget proposal for April General Meeting.
- Responsible for presenting the proposed budget to the general membership for vote at the Annual General Meeting in May.
- Chairs 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 President do not go over budget. Any amount over 5% will need approval of Executive Board approval.
- Co-ordinates rental of cash register for beginning of school year sale in Booth and at other events as necessary.
- Prepare an annual report.

Guidelines and Procedures

- 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 and Board Chairperson.
- 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.

Revised 05/13
Section III – Standing Committees

Bake Sales
BBQ Concessions
Booster Booth Manager
Design
Design Events
Honor Recognition Lunch
Hospitality
Job Shadow
Popcorn Day
Publicity
Social Fundraisers
Special Projects
Sports Team Coordinator
Uniforms
Visual & Performing Arts Coordinator
Purpose
The Booster Club Bake Sale Chair organizes bake sales for High School students. Traditionally, there have been 4 per school year in line with sports events. 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 them 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 Publicity Chair to make posters for the upcoming sale. These can be collected from the Print Room and then displayed approximately one week before the sale.
• Two to three weeks before the sale, confirm with the Publicity Chairman to be sure the bake sale is highlighted in the weekly email to parents listing upcoming events.
• Two weeks before the sale, be sure to 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. (Baked goods sell for $1/ethnic food for $2).
• A week or more before the sale, order tables and a few chairs to be set up on both floors of the cafeteria. The order for the tables is done through the Facilities Office. Generally 2 tables and 3-4 chairs are ordered for each level of the cafeteria.
• A few days to a week before the sale, send an email (through the Communications Director via the Publicity Chair) to all High School parents asking for donations of goods. The donations need to be brought to the Booster Booth anytime after 7:45 am the morning of the sale. (A sample of the email is in the Bake Sale manual).
• Another email can be sent to selected high school parents and Booster Club Board members to ensure reliable parents will send in goods. Coordinate efforts with the Sports Team Coordinator Chairperson to get names of various Team Parents from all three season sports to enlist their help of sending in baked goods from their team parents. See the Bake Sale manual for a sample of that email.
• Notify the High School announcement contact person of the sale so that it will be included in morning announcements. (The Daily Bulletin Form has been used but this may also be submitted to the High School office via email).
• 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 four 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. These items can be ordered through Mr. Hoe and Boosters picks up the cost of those items.
• Attend all monthly Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

Guidelines and Procedures
• All publicity posters and announcements must be approved by the administration before publication or posting.
• After the sale, the cash boxes/bags should be returned to the Booster Sales Office for reconciliation by the Treasurer.
Singapore American High School Eagles Booster Club  
BBQ Concessions

Purpose

To organize and provide barbequed foods for high school students and the community at various times during the year, including but not limited to IASAS events, 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 announcement contact person of the event so that it will be included in morning announcements.
- 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.
- Contact Publicity chair to advertise Barbeque, as appropriate.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Guidelines and Procedures

- All publicity posters and announcements must be approved by the administration before publication or posting.
- Utilize list of vendors for food orders and other supplies.

Created 05/11
Singapore American High School Eagles Booster Club  
Booster Booth Manager  

Purpose  
To sell uniforms, school supplies and specialty 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.  
- To train new volunteers in booth operating procedures and to keep them informed of new procedures and stock.  
- To 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, school employees and Vice President.  
- Receives copy of items ordered from Booster Clerk, Design and Uniforms. Receives copy of monthly inventory counts report and monthly sales report from Booster Clerk.  
- Coordinates and supervises a physical inventory at mid-year and year-end.  
- Coordinate Design Events with Design Events Chairperson.  
- Coordinates the volunteers for the Design Events. Works with Design Events chair to ensure that each volunteer has fulfilled their one Design Event responsibility.  
- 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 report.  

Booth Volunteers  
- Report to Booster Booth on scheduled workdays, sign in and read logbook.  
- If unable to work a given shift, volunteer is responsible for calling a substitute.  
- Restock displays and keep booth tidy.  
- Assists with packaging and labeling projects, as needed.  
- Volunteers to work at a minimum of at least one Design Event.  

Revised 05/13
Singapore American High School Eagles Booster Club
Design Committee

Purpose

To design, source, and price specialty items to be sold in the Eagles Booster Booth, and at special events.

Job Description

Chairperson

- Reports to the Vice President and keeps them informed as needed.
- Form a committee before the end of the school year and meet on a regular basis.
- Work with committee members in designing and sourcing new specialty items.
- Order/re-order existing items and gives copy of order to Booth Manager, Booth Clerk and Treasurer.
- Make final decision for pricing and quantities of new items.
- Monitor stock levels and adjust prices, as needed.
- Co-ordinates with Booster Manager to do physical counts of inventory at mid-year and year end.
- Maintain accurate records.
- Maintain delivery schedule and 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 in design items.
- Ensure receipt of monthly inventory counts report and monthly sales report from the Booster Clerk.
- Decorates Booster table at special sales at the Booth.
- Attend all Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Committee Members

- The committee consists of the Design Chairperson, Vice President, and 3-4 additional members.
- Shall work in consultation with the Booster Booth Manager, and Vice President.
- Shall be organized by job task (i.e. Finance/Record Keeping, Purchasing/Sourcing, Inventory and Design) as defined by the Chairperson.
- Meet regularly as determined by the Chairperson.

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.

Revised 01/13
Singapore American High School Eagles Booster Club
Design Events

Purpose
To sell or display Booster Specialty items outside of normal Booster Booth hours.

Job Description
• Reports to the Vice President and keeps them informed as needed.
• Coordinate with Booster Booth Manager, Vice President and Design Chairperson to determine Design Event dates.
• Enlist volunteers to man the booth. Be sure to place a volunteer sign-up sheet at least 1 month prior in the booth, or a sign-up sheet can be e-mailed through Booth Manager.
• Every booth volunteer is required to assist in one Design event. Provide Booth Manger with updated list of volunteers who have done their design event.
• Coordinate site set-up with Facilities Office.
• Pack and move the items from the Booth for the sale.
• Coordinate with Treasurer before each event for cash box, change and booth key.
• Attend Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

Guidelines and Procedures

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

Food Fest and County Fair
• For Food Fest Booster’s sells from the Booth. Coordinate this through the Vendor Fair chairman.
• For County Fair Booster’s operates from two locations: the booth and a table at the vendor area. Coordinate with the Fair organizer concerning the Booster Booth table.

IASAS and/or Exchanges
• Determine whether Design Events will have a sale. 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, towels. Be sure to pack the cash box, change, price list, plastic sign, Booster banner, tablecloths, bags, sales sheet, calculator, pencils, and price tag signs.

Revised 04/13
Singapore American High School Eagles Booster Club  
Honor Recognition Lunch

Purpose

To host a lunch once a year for students achieving scholar status as per school administrative criteria.

Job Description

- 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 for food and drink donations and help during the lunch.
- Oversee set up of tables, ordering of food and clean up after the lunch.
- Maintain accurate record of expenses.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Guidelines and Procedures

- Plan lunch for dates 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 lunch.
- Ensure check requests be submitted to the Treasurer in a timely manner.
- The HS Administration, before posting, must approve all publicity posters and flyers.
- Chairperson shall be responsible for operating within the prescribed budget.

Revised 01/13
Singapore American High School Eagles Booster Club
Hospitality

Purpose

To act as hostess at Board and General Booster Club Meetings, Booster Club Appreciation Luncheon, and coaches room at SAS IASAS sporting events.

Job Description

• Reports to the Secretary and keeps them informed as needed.
• Arrange for food and decorations, as needed, at above mentioned events.
• Arrange for table set up and volunteers at events.
• Plan and send out invitations and solicit food from board members for Booster Club Appreciation Luncheon.
• Attend all monthly Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

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.

Revised 05/09
Singapore American High School Eagles Booster Club
Job Shadow

Purpose
To work in Liaison with HS Counseling office for Job Shadow opportunities for HS Students.

Job Description
- Reports to the Parliamentarian and keeps them informed as needed.
- Advertises and recruits Job Shadow opportunities from the community at large.
- Works with HS Counseling office for any changes in needs of HS Students
- Keep track of Students applications for Job Shadow opportunities
- Co-ordinate with Students and assigned Job Shadow position.
- Attend all Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

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
Popcorn Day

Purpose

To organize and distribute free popcorn to all high school students during the final review days before semester exams (twice during school year).

Job Description

• Reports to the Parliamentarian and keeps them informed as needed.
• Keep open relations with a vendor(s) to order popcorn, oil and containers for popcorn machine, and ice and flavorings for snow cone 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 morning announcements.
• 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 Publicity chair to make posters advertising Popcorn Day.
• Attend all monthly Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

• Guidelines and Procedures

• All publicity posters and announcements must be approved by the administration before publication or posting.

Revised 05/11
Singapore American High School Eagles Booster Club
Publicity

Purpose

To promote Eagles Booster Club activities and events within the Singapore American School and American expatriate community.

Job Description

- Reports to the President and keeps them informed as needed.
- Act as liaison with the SAS Director of Communications, American Women’s Association, ‘Bamboo Telegraph’, and American Association ‘Singapore American Newspaper’, for inclusion of appropriate articles and notification of events.
- Provide support to all Booster Club Committee Chairpersons to publicize events and, in the case of Design Committee, new products.
- Assist in writing articles and press releases, where needed for Crossroads and weekly eNews & monthly PTA & Boosters eNewsletter e-mails.
- Ensure information on Booster Club webpage is accurate and current.
- Update Facebook with announcements from eNews & eNewsletter, with reminders, and with other booster information/images as needed.
- Assist in the production of flyers, posters and pamphlets, where needed.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Guidelines and Procedures

- Maintain a calendar of deadline dates for each publication and communicate to all Booster Club Board members.
- Maintain a notebook of all published articles.

Revised 01/13
Singapore American High School Eagles Booster Club
Social Fundraising

Purpose

To plan and organize the social events for the Eagles Booster Club to promote community with or without a fundraising component such as Home Tour, Fashion Show or new events as deemed appropriate by the committee.

Job Description

- Reports to the President and keeps them informed as needed.
- Plan each event.
- Maintain accurate records.
- Before ticket sales, notify the Booth Manager, Booth Clerk, and PTA Sales, if selling from there, several days before sales start and provide all instructions.
- Attend all Booster Board Meetings and General Meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

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.

Revised 08/12
Singapore American High School Eagles Booster Club
Special Projects

Purpose

To plan and organize special projects as deemed appropriate by Eagles Booster Club such as the Booster Cookbook, IASAS anniversary events or Outside Fair events

Job Description

• Reports to the President and keeps them informed as needed.
• Plan each event.
• Maintain accurate records.
• Before ticket sales, notify the Booth Manager, and Booth Clerk, several days before sales start and provide all instructions.
• Attend all Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

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.

*Special projects have varied each year.*

**Current special Projects Job Description**

• Attending hotel fairs to sell booster design items

• Working with American Club to try and sell booster design items in their new Home store. Currently working with Martin Rudden, the American Club general manager, on how we can do this

• IASAS Basketball - we will arrange welcome bags and food vendors for this event

Revised 05/13
Singapore American High School Eagles Booster Club
Sports Team Coordinator

Purpose

To organize team parents for each athletic sports team.

Job Description

- Reports to the Secretary and keeps them informed as needed.
- After team rosters have been finalized, work with the Athletic Office on possible parents who may want to be the Team Parent, often preference is given to the team captain’s parent.
- Contact these parents and confirm if they are interested in the job. If they have questions, forward them the list of typical “Team Parent” duties. (attached)
- After you have found the Team Parent, forward them the game schedule and team roster for them to distribute to the team.
- Create a Team Parent roster for each season and forward it to the Athletic Office (example attached).
- After a few weeks arrange for a t-shirt representative to come to the school (DEO Silver or similar), most teams design a team shirt, this makes it easier for them to ask questions and get the shirts ordered.
- Occasionally check in with the Team Parents to see if they need any help. Send out emails regarding:
  - Booster Bake Sales
  - End of Season awards night
- Look for opportunities to promote Boosters in the community. For example, an event where there are a large number of our athletes participating.
  - The 7’s soccer tournament at UWC
  - Local high school swim competition
  - Etc....
- Attend all monthly Booster Board Meetings and General meetings.
- Prepare a monthly report for Booster Board meetings when appropriate.
- Prepare an annual report.

Revised 05/13
Singapore American High School Eagles Booster Club
Uniforms

Purpose

To place orders and ensure adequate stock of all school uniform items.

Job Description

• Reports to the Vice President and keeps them informed as needed.
• Order uniforms prior to year end to ensure adequate stock at the beginning of the school year. Give copy of orders to Booth Manager, Booster Clerk and Treasurer.
• Order new items and re-order existing items and give copy of order to Booth Manager, Booth Clerk and Treasurer
• Monitor stock levels of all uniform items and order as needed.
• Monitor quality of products/fabric being shipped from vendor.
• Advise Booth Manager and Booth Clerk of all deliveries.
• Co-ordinate with Booth Manager to do physical inventory counts of uniforms at mid-year and year end.
• Coordinate with Vice President, Booth Manager, HS Administration and Central Administration regarding changes in uniform pricing and design.
• Keep track of budget and out of date inventory, and plan sales of unused items after coordination with Vice President and Booth Manager.
• Receives copy of monthly inventory counts reports and monthly sales report from Booster Clerk.
• Attend all monthly Booster Board Meetings and General Meetings.
• Prepare a monthly report for Booster Board meetings when appropriate.
• Prepare an annual report.

Guidelines and Procedures

• Chairperson shall be responsible for operating within the prescribed budget.

Revised 05/09
Purpose

To organize class parents for each 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 Theatre Coordinator.
- Secure a committee of class parents to represent each of the V&PA activities if class teacher sees a need:
  - Dance
  - Drama
  - Choir
  - Band
  - Strings
  - Art
- Act as liaison to the V&PA class parents.
- Hold V&PA representative meetings with Theatre Coordinator as needed.
- Act as liaison to Singapore American School Administration and faculty in V&PA matters, as needed.
- Attend all monthly Booster Board Meetings and General Meetings.
- Prepare an annual report.
- Coordinate refreshments with the Theatre Coordinator to be served at receptions.
- Decorate tables with flowers, tablecloths and simple decorations with direction from the Theatre Coordinator.
- Organize volunteers for set up, reception serving and clean up.
Section IV – Sub-Committees

Donations
Interim Scholarships
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, HS V&PA Director, and Booster Club Member at Large.

Chairperson

• Insure 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.
• Receives requests from the individuals/groups the week prior to the Donation’s 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

• 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:
  o Recommend Boosters make the donation, as requested.
  o Recommend Boosters make donation with changes/compromise.
  o Table request and seek further information.
  o Recommend that the request be denied.

Revised 09/09
Singapore American High School Eagles Booster Club  
Interim Scholarship Sub Committee Policy

Purpose

Done in conjunction with the PTA to provide financial support to SAS high school students who have applied for need based scholarships toward their Interim Semester costs.

Description

- Submitted applications and written essays from the students applying for scholarship will be reviewed by the committee members individually and rated.
- Scholarship will be awarded based on need.
- Names of students will not be disclosed while reviewing applications.
- Selection of scholarship award recipients will be made prior to Interim Semester sign-up in the High School.

Committee shall consist of 6 individuals:

Booster Club President or next Executive Officer if needed.  
PTA Vice President or next Executive Officer if needed.  
One member from each organization.  
Two, representing the High School Administration or High School Teaching Staff.

Note: Committee members must not have their own students applying for Interim Scholarship.

Revised 08/09
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

- Nominate list of Executive Officer candidates for the positions of: President, Vice President, Treasurer and Secretary. List presented at the Booster General Meeting in April for election and installation of officers in May.
- List shall be published to the general membership prior to the April General Meeting.
- Other nominations from the general membership must be received in writing 14 days prior to the May election.
Singapore American High School Eagles Booster Club
Senior Award Sub-Committee Policy

Purpose

To award ten $1,000 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 Night ceremonies.

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.

Revised 05/09
Section V – Ex-Officio

Parliamentarian
Singapore American High School Eagles Booster Club
Parliamentarian

Purpose

To insure 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, Popcorn Day and Job Shadow Chairpersons.
• Ensure that all committees under the President 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.
• 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. She 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 she 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.

Revised 05/11
Section VI – Miscellaneous

Key Inventory
Singapore American High School Eagles Booster Club
Key Inventory

Booster Booth
--Safe: 2 keys (Booth Clerk, Treasurer)

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.