

Boltdog Boosters Committee Guidelines 2019-2020

Committee Guidelines

1. The Full Membership and Governing Committee are who can take action - committees work to brainstorm, research, and implement action items
2. All projects (funded or unfunded) need board/membership approval
3. Communication
 - a. To Membership - via chair's email, official parent Facebook group, monthly report shared at meetings
 - b. To Board - via April (PIE) or monthly report
 - c. Chairs can designate another committee member to handle communication if they would like.
4. All fundraising or donation requests needs board approval
5. Monthly updates are given to the board about ALL project ideas, needs, funding etc. Due the day before each governing committee meeting.

Approval Process

1. Committee brainstorms ideas and researches cost options
2. Committee chair sends monthly report to governing board with proposal
3. Governing board evaluates proposal, checks with treasurer for fund availability, gets school approval, and then adds to agenda for full membership if necessary
4. Full membership gives feedback, votes on funding, and approves proposal
5. Committee implements proposal

Proposal Includes

- Project overview
- Any costs or donations needed (sources included)
- Projected timeline
- Connection to Reggio Philosophy and/or School Mission
- Long-term sustainability plan - who will maintain, care for, continue the work in order to support this project long-term if needed