

Team OTTO Booster Club, Inc.

Policies and Procedures Handbook



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Introduction

Team OTTO Booster Club, Inc. (also known as Team OTTO) was founded in 2016. The mission of Team OTTO Booster Club, Inc. (Club) is to provide support to the Forsyth Central High School FIRST Robotics Competition program (FCHS FRC) through fundraising, service projects, community involvement, and school spirit. It is our goal to enhance our program to build pride in the participants and school sponsors and create open community and student support for the team. Through financial support, we will provide both the necessities and the extras that will enable the program to compete with other top programs in the State of Georgia and the World.

This policies and procedures handbook outlines how the club will operate in accordance to the club's bylaws.

Website: www.team1746.com

Email: fchsfrc@gmail.com

Official Club Address: FCHS Team OTTO FRC Team #1746
131 Elm St, Cumming GA 30040

Mailing Address: Team OTTO, Attn: Marty Comella, President
7760 Leeward Cove Ct, Cumming GA 30041

Authority of the Handbook

The policies and procedures set forth in this handbook are binding and must be followed by all booster club members, however, what is outlined in the handbook does not replace or supersede the club's bylaws. The Executive Board of Team OTTO Booster Club, Inc. has the authority to modify the handbook at any time. The club membership will be notified of any modifications via the team's website. All booster club members must acknowledge the Authority of the Handbook by signing and submitting to the booster club the Team OTTO Booster Club Member Acknowledgement form located in the appendix.

Membership

As outlined in the club's bylaws, individual membership in Team OTTO Booster Club, Inc. is open to any parent of whose student participates on the FCHS FRC team, and to other individuals interested in the purpose of the Club, and who are willing to take an active part as a volunteer.

Payment of dues is a requirement of membership. Membership is not transferable.

Voting privileges are only permitted by members that have paid their annual Registration Fees and are in good standing with the Club.

Fees will be posted on the Team OTTO website at
<http://www.team1746.com/boosters.html>.

Executive Board

The Executive Board of Team OTTO Booster Club, Inc. is comprised of five members and one school designated sponsor to serve as the FRC Coach. The Executive Board serves for one calendar year from the time of election. Powers, responsibilities and duties of the officers are outlined in the club's bylaws.

The 2016/2017 Executive Board Members are:

Marty Comella, President
Don Roe, Vice President
Traci Priego, Secretary
Anarug Saxena, Treasurer
Caren Owens, Member-at-Large
Jonathan Lille, FRC Coach

Communications

Booster Club General Meeting Minutes

The minutes of meetings of club's general membership meetings are kept on the Team OTTO website (www.team1746.com).

Member Contact Information

Booster club members are responsible for providing and maintaining their contact information to the booster club secretary. Communications to parents such as meeting notices, competition logistics, and team updates will be primarily done through email and at times via social media or communication apps selected by Team OTTO.

Team OTTO Website

The Team OTTO web address is www.team1746.com. Team updates, calendars, competition details and results can be found here. Team and booster club members are encouraged to visit this website weekly, especially the calendar feature, for the latest news.

Social media posts

Any and all social media accounts related to Team OTTO are and must be created by the Team OTTO Booster Club board. Social media posts regarding official team activities must originate from or be approved by the Team OTTO Booster Club Board. This policy's intent is to protect and maintain the team's public image of its student members, school, booster club, and surrounding community.

Our team's official social media accounts and nomenclatures are listed on the team website (www.team1746.com). Any account or nomenclature not listed is not an official Team OTTO account. Student members, parents, and booster club members are encouraged to follow the official social media accounts and discouraged from creating any new or competing social media account related to or in place of official Team OTTO social media accounts.

Expense reimbursement

Expenses incurred by its members on behalf of Team OTTO Booster Club must follow the Club's reimbursement process outlined below and in the Club bylaws.

- Team OTTO Student Members must seek and obtain approval for all expenditures prior to purchase from the FRC Team Coach.
- Booster club members must seek and obtain approval for all team related expenses prior to purchase from Club president. (Example: Team Meals at competitions)

- Expenditures less than or equal to \$250 not identified in the approved annual operating or capital budget of the Club will require approval of the President and the Treasurer.
- Members requesting reimbursement for club or team related expenses must complete Team OTTO Expense Reimbursement Form (located on www.team1746.com) within seven (7) days of any expenditure. All receipts must be included in the submission of the reimbursement form.
- Any expenditure not approved by members of the board may be denied and the purchaser will be solely responsible for the purchase.
- Receipts and the completed Team OTTO Expense Reimbursement should be submitted to the Treasurer's email or street address as published on the Team OTTO website's Booster page.

Meetings

General meetings of the booster club will be scheduled, as needed, by the President. Every effort will be made to provide sufficient notice to members.

The first meeting of the season for the booster club will be held some time near the end the first semester of school. The booster club membership will need to vote on the budget and discuss any other items on the agenda.

The last meeting of the season for the booster club will be held soon after the school year has completed. The booster club membership will need to vote on the new officers for the upcoming year and discuss any other items on the agenda.

Only members in good standing with the booster club and those who have paid their annual Membership Fees may vote at meetings.

Code of Conduct

All members of the Club are to reflect its mission and school spirit. Members shall act in good faith at all school and Club related events. Any conduct that does not reflect the standards of the school shall be considered just cause for dismissal from membership in the Club as outlined in the club bylaws.

Abusive, profane or violent behavior or language or any behavior in violation of school policies by any member of the Club at any Team function may result in suspension or expulsion of membership by the Executive Board.

Possession or consumption of alcoholic beverages, illegal drugs, tobacco or other intoxicating substances are violations of school policies and are not allowed at any Team function.

Student members of Team OTTO are expected to uphold a positive image of the team and school as outlined and described in the Forsyth Central High School Student Handbook.

<http://www.forsyth.k12.ga.us//cms/lib3/GA01000373/Centricity/Domain/1904/FCHS%20Student%20Handbook%2016-17.pdf>

Website Resources

To find the following, please visit www.team1746.com/boosters.html.

- Team OTTO Booster Club, Inc. Bylaws
- Team OTTO Booster Club Membership Application
- Team OTTO Expense Reimbursement Form