

# Oxford Wildcat Booster Club, Inc.

## Policy and Procedures

### Proc: .02. Meeting Attendance Incentive

It will be determined at the annual planning meeting held in May if a meeting attendance incentive will be offered for the following school year.

#### Attendance Incentive

Each team/program is asked to send a representative to each monthly general meeting of the Oxford Wildcat Booster Club, Inc. The representative(s) is responsible for communicating to the team/program parents, coaches and players for the purpose of sharing knowledge and obtaining volunteers for Oxford Wildcat Booster Club, Inc. fundraising projects/events. A team/program who sends a representative to a minimum of 5 general Oxford Wildcat Booster Club, Inc. meetings in a school year (it does not have to be the same person) will be paid \$50 to that team/program. Each team/program is encouraged to send more than one representative, but no more than 2 representatives will count toward the incentive. A maximum incentive per team/program per school year is \$100.00.

- A person may only represent one team at a time at a meeting.
- Official attendance and program designation is made by completing a sign in sheet that will be circulated at each meeting.
- The official attendance record and sign in sheets will be maintained by the secretary who will present periodic review at general meetings.
- Secretary shall report to the Treasurer by June 15, the final results for team/program payouts.
- Disbursements shall be made into team/program encumbered funds accounts held within the general account of the Oxford Wildcat Booster Club, Inc. Encumbered fund accounts are non-interest bearing.
- Executive Board Members may act as a team representative for one team per meeting.
- Accountability is from July to June of each year.
- In the event that a month's Booster Meeting does not occur due to cancellation, it does not change the minimum attendance requirements.