



BOARD OF DIRECTORS APPLICATION FORM
(Board Positions Require a Background Check)

Board Applications may be faxed (940-239-9313), mailed, given to a current board member, or dropped by the Lake Dallas Club site at 303 Alamo Avenue, Lake Dallas, Texas 75065 Attention – CPO

Personal Profile:

Name: _____
(Last name) (First Name) (Middle)

Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Home Tele: _____ Work or Cell Tele: _____

Home Email: _____ Fax#: _____

Spouse Name: _____ Send Email to: ___ Home Address ___ Business Address

Organization and/or Foundation Affiliation: _____

Leadership Positions held, if any: _____

Employment Profile:

Business Name: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

Work Email: _____

Professional or Business Background: _____

General Information

Are you a Boys & Girls Club Alumnae? _____ If yes, where? _____

Was your application prompted by a current/former board member or someone else within the Community? _____

If yes, please provide their name _____

If no, what promoted your interest in serving _____

Reason(s) for Wanting to Serve: _____

Community Connections: _____

Philanthropy Connections: _____

Donor Connections: _____

Media Connections: _____

Political Connections: _____

Requirements for Board Appointment

- Must be willing to make “kids” a priority
- Must be willing to raise money for the organization through personal solicitation of donors
- Must be willing to make an annual financial donation to the organization
- Must be willing to make the organization a priority by attending monthly board meetings and board training
- Must be willing to help recruit new board members and committee participants
- Must be willing to assist with fundraising events/activities
- Must be willing to undergo a criminal background check
- Must be willing to promote the organization in the community at every opportunity
- Service Time – “100 Hours of Service”

Areas of Interest:

Circle your areas of interest where you have experience or would be willing to assist in developing policies/procedures and/or acting as a committee liaison for these purposes:

Resource Development

- Identifying, cultivating & commissioning donors
- Annual fundraising campaign

Board Development

- Evaluate Current Board Composition
- Identify & Assess Board Needs
- Interview potential Board Members & make recommendations on appointment
- Schedule Board Development Training

Facilities & Crisis Management Response

- Local emergency procedures for facility
- Security procedures
- Crisis management policy & procedure

Finance

- Formalize financial procedures
- Select audit firm & coordinate audit
- Establish an endowment program

Human Resources

- Personnel handbook
- Job Descriptions
- Committees/Boards duties & responsibilities
- Benefit Packages – Health, Pension, Etc.

Legal

- By-laws review & update
- Other legal document review, update, response
- Handling of legal actions/notices

Marketing Development

- Imaging
- Member recruitment campaign
- Evaluate, develop and propose marketing materials

Programming

- Programs to Cover 5 Core Areas
- After School Programs
- Summer Programs

Special Events

- Annual Ball
- Annual sports tournaments (softball, golf, basketball, etc.)
- Local festivals
- Coordinating event auctions

BOARD OF DIRECTORS - ONLY 100 HOURS

Of the 8,760 hours that make up a calendar year, Boys & Girls Clubs only ask for 100. These 100 hours, if properly utilized, can help save and/or enhance the lives of hundreds of children and their families.

Meeting Attendance = 14 hours

- 4 hours at quarterly board meetings (once Executive Board established)
 - Executive Board meets monthly
- 3 hours at the annual fundraiser - golf tournament, etc.
- 2 hours at the annual meeting
- 5 hours at committee meetings (Board Meetings until committees established)

Raising Awareness = 20 hours

- 20 hours – Talking about Boys & Girls Clubs with family, friends, associates, business vendors and prospective vendors, religious groups and civic organizations, etc.

Influencing = 20 hours

- 20 hours – Convincing foundations and United Way trustees, local government officials, state legislatures, business and community leaders that Boys & Girls Clubs offer the “best bang for the buck” and are a wise investment.

Reading and Responding = 20 hours

- 20 hours – Reading information sent to you from Boys & Girls Clubs and responding to that material (i.e., meeting notices, surveys, potential donor lists, etc.)

Guiding and Planning = 6 hours

- 6 hours – Attending and participating at the annual board retreat and a follow-up work session to the retreat.

Fundraising = 20 hours

- 20 hours – Placing calls, writing letters, “making the ask” in support of the Club. This time is best used in assisting with major fundraising events, such as the golf tournament and the annual campaign.

The 100-hour year comes down to less than 2 hours per week in support of an organization that is making a vital difference in communities all across America. The commitment we seek is modest, but it is time well spent.

Board Applicant Certification Statement

In order to safeguard the safety and well-being of the youth served by the Boys & Girls Clubs of Denton County, Inc., I hereby authorize the organization to verify all information provided by me on this application.

I understand that a Background check is required and I further certify that I am not awaiting trial on nor have ever been convicted of or admitted committing any of the following criminal offenses in this state or in similar offenses in other states:

- Sexual abuse of a minor
- Incest
- First or Second Degree Murder
- Kidnapping
- Arson
- Sexual Assault
- Sexual exploitation of a minor
- Contributing to the delinquency of a minor
- Commercial exploitation of a minor
- Manslaughter
- Burglary
- Robbery
- Child Abuse
- Sexual Conduct with a minor
- Molestation of a Child
- Aggravated Assault
- Possession, distribution and/or illegal use of a controlled substance or drug
- Felony offenses involving distribution of marijuana or dangerous or narcotic drugs
- A dangerous crime against children, aggravated assault committed against a minor under 15 years of age resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument.

Comments: _____

The Board of Directors reserves the sole right of appointment of members to the Board of Directors.

A \$10 donation to help cover the cost of the Background check is appreciated. If paying by check, checks may be payable to BGCDC.

(Applicant Signature) (Date)

