

For current Club Blue members, this handbook includes:

- Ambassador Guide, including Organizational Chart
- Club Blue Membership Outline
- Code of Conduct and Profile of an Effective Club Blue Member
- Roles and Expectations
- Agreement

Ambassador Guide for Boys & Girls Clubs of Santa Cruz County

Mission Statement

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Boys & Girls Clubs of Santa Cruz County promotes youth guidance through educational, vocational, recreational, social, and character development of girls and boys ages 6 to 18. The Club is the only youth service organization in the greater Santa Cruz area providing daily afterschool drop-in programs five days a week. We also offer a summer day camp program five days a week from mid-June through mid-August.

Membership Statistics

In 2016, we served over 1,700 members at the Boys & Girls Club of Santa Cruz. We averaged about 150 kids a day during the school year and about 200 during the summer at the Downtown Clubhouse and Live Oak Clubhouse.

Membership for youth ages 6-18 at our Downtown Club is just \$60.00 a year (January 1 – December 31). We also have special programming in basketball (we have our own league), music, dance, swim, athletics, gardening, and more.

Programs

Our five Core Areas of nationally recognized and tested Boys & Girls Club Programs impact the lives of young people by helping them to develop the values, skills, attitudes, character, and behavior that will enable them to succeed in life.

1. Education and Career Development
2. Character and Leadership Development
3. The Arts
4. Health and Life Skills
5. Sports, Fitness and Recreation

We currently have two locations:

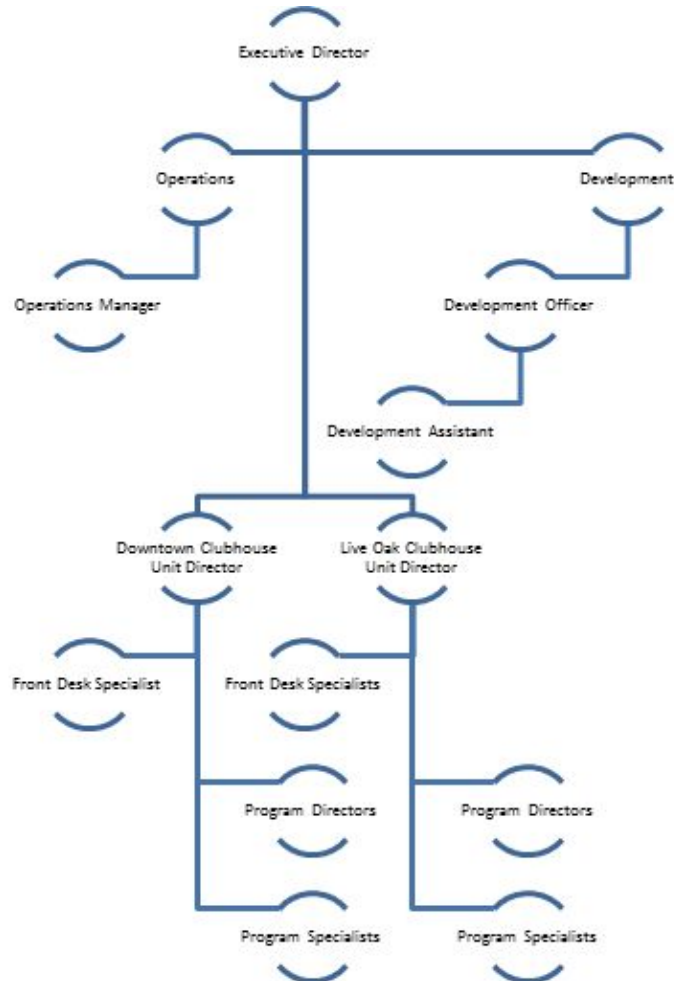
Downtown Clubhouse, 543 Center Street Santa Cruz, CA 95060

Live Oak Clubhouse, 855 17th Avenue Santa Cruz, CA 95062

How to Support BGCSCC?

We are supported by financial donations (individual donors, community foundations, fundraisers, corporations, government grants, organization grants, etc.), in-kind gifts, volunteer hours, and considerable community support.

Organizational Chart:



Club Blue Outline

Mission: to provide the opportunity for young professionals to commit their time and resources to support youth in Santa Cruz County.

Club Blue is a program that embodies the passion and interests of local, young business professionals by providing a fun and engaging forum of discussion, networking, and representation to make a lasting, positive impact on youth in our community.

Outline of Responsibilities of a Club Blue Member:

- Collaborate with BGCSCC to co-host one of their official events per year i.e. Fun Run
- Host 2+ social mixers per year where Club Blue members invite friends, co-workers, and other community members to a casual, networking event.
- Attend 7 out of 12 monthly “meet-ups” that take place on a set day and time every month (TBD every 3 months) for an hour to discuss progress, planning, and social opportunities and commitments.
- Members can elect to participate directly with BGCSCC in two ways:
 - Visit the Club as a volunteer (minimum 10 hrs per year), either with a pre-planned program based off their skills and knowledge or with already established programming.
 - Volunteer at and/or help plan fundraisers throughout the year.

Membership Information

Club Blue members are considered ambassadors of Boys & Girls Clubs of Santa Cruz County, committing to open dialogue with community members about the Club and the importance of serving children and teens.

Members will pay a \$50 membership due per year. Funds will be used to support Club Blue Activities and Club Programs.

Note: Club Blue is an evolving group that is open to suggestions, recommendations, and changes to fit members’ lifestyles.

Boys & Girls Clubs of Santa Cruz County’s Club Blue Contact:

Alexandra Baker

Development Assistant

831-423-3138 ext 26

alexandra@boysandgirlsclub.info

PROFILE OF AN EFFECTIVE CLUB BLUE MEMBER

A Club Blue member is a person who:

1. Is knowledgeable about social concerns in the community;
2. Desires to give time for effective activity of Boys & Girls Clubs of Santa Cruz County (BGCSCC);
3. Has the resources and time (personal and/or corporate) to apply to the needs of the Club (volunteer hours, resources for fundraising, etc.);
4. Has influence with others to attract support for the Club;
5. Is a perceptive and cooperative person in the area of human relations;
6. Shows enthusiasm in support of the project;
7. Is a willing participant in community affairs;

8. Is dedicated to helping others and modest in the light of responsibilities as a Club Blue member;
9. Welcomes teamwork and collaboration, reserves the right to share own opinion and objections to any project;
10. Respects the point of view of other Club Blue members, as well as BGCSCC staff and members;
11. Commits time and energy to volunteering support of BGCSCC, either directly at Clubhouse or at volunteer events;
12. Endeavors time and resources to create fun, fruitful fundraising events throughout the community that promote the Club Blue mission and further financial efforts made by Club Blue;
13. Enact projects that beautify clubhouses, promote the 5 cores areas of BGCSCC mission, and support the development of BGCSCC Club Members to be active, responsible citizens.

BASIC RESPONSIBILITIES OF A BOYS & GIRLS CLUB BLUE MEMBER (DETAILED)

Membership

1. **Work to fulfill the organization's mission and purpose.** Our mission statement is to provide the opportunities for young professionals to commit their time and resources to support youth in Santa Cruz County. Club Blue is a program that embodies the passion and interests of local, young business professionals by providing a fun and engaging forum of discussion, volunteering, and representation to make a lasting, positive impact on youth in our community.
1. **Enhance BGCSCC's public standing.** Club Blue members are considered ambassadors of Boys & Girls Clubs of Santa Cruz County. Club Blue members are a direct link to BGCSCC and are able to clearly articulate BGCSCC's mission, accomplishments, and goals to the public, as well as garner support from important community members.
2. **Recruit and orient new Club Blue members.** Club Blue members have the responsibility and encouragement to seek additional members. Club Blue members must orient new members; engage them in discussion; encourage them to participate; and do a "temp check" with new and returning members (e.g. how are you feeling? What do you need to make this experience worthwhile?)

Fundraising

4. Ensure effective fundraising and events. As Club Blue and BGCSCC ambassador, members set up fundraising events/meet-ups that reflect our overall mission and goals. Fundraisers will benefit BGCSCC on behalf of Club Blue. Members must actively participate in the planning process and implementation. The Development Office acts as support for Club Blue in these endeavors.

Volunteering

5. **Volunteer at BGCSCC.** Club Blue members are expected to volunteer at either Clubhouse for a minimum of 10 hours per year.
6. **Volunteer with intention.** Club Blue members should identify how they would like to spend their volunteer hours within the club, whether working directly with a Program Staff member on a project, leading an activity, etc. Development Office will help facilitate volunteering experience with Volunteer Coordinator, including providing volunteer applications and access to staff programs.

Policy

7. **Strengthen BGCSCC's programs and services.** Club Blue members strengthen programs and services by fundraising, volunteering with the Club, and also by providing resources such as; their talents, their organizations' resources and expertise.
8. **Commit time and resources to the Club.** Club Blue members are expected to attend a minimum of 7 out of the 12 monthly meet-ups. As there is conflict in many schedules, if a Club Blue member cannot attend at least 7 meetups, they can offset their attendance through volunteering. Club Blue members are also expected to volunteer at the Clubhouse for a minimum of 10 hours throughout the year. Club Blue members commit their resources by determining what they can utilize either through their profession or expertise to the Club in various ways; financially, time-wise, resources, skills, programs, projects, etc.

Goals, Roles, and Expectations

Goals

Determined at each meeting, Club Blue members will elect certain programs, wish list items, or scholarships to donate raised funds too.

Raise an elected amount of money per year.

Roles

Donation Coordinator: in charge of coordinating donations to Club Blue and determining best way to access donated items on behalf of Club Blue

Volunteer Coordinator: works with BGCSCC program staff to coordinate volunteer hours within Clubhouses

Social Chair: promotes Club Blue social media including events, fundraisers, meet-ups, etc.

Secretary: takes notes at each meeting, and documents attendance at meetings, as well as works with Volunteer Coordinator to track volunteer hours at Clubhouses.

Treasurer: manages budget and other financial responsibilities

President or Co-Chairs (TBD): run meetings, connect with recruited members, determine feasibility of fundraisers and donations to BGCSCC



Agreement

By signing this agreement, I, _____, am making a commitment to youth in Santa Cruz County.

As a Club Blue member, I will follow the **BASIC RESPONSIBILITIES OF A BOYS & GIRLS CLUB BLUE MEMBER & PROFILE OF AN EFFECTIVE CLUB BLUE MEMBER.**

As a Club Blue member, I am an ambassador of Boys & Girls Clubs of Santa Cruz County. I agree to pay the \$50 annual membership fee, with funds going towards Club Blue's fundraising efforts.

As a Club Blue member, I will receive recognition on the BGCSCC official website, hold a position within Club Blue, have access to Board of Directors, BGCSCC Staff, and Admin for support, and be considered a philanthropist in the community.

Our, Boys & Girls Clubs of Santa Cruz County, promise to you is that we will provide an experience tailored to your commitments and personal goals. We will share your position in our group on our channels and ensure that your hard work is valued and thanked.

Print Name: _____

Sign: _____ Date: _____