

PERPETUAL MOTION GYMNASTICS
BOOSTER CLUB HANDBOOK



2011 - 2012

PERPETUAL MOTION GYMNASTICS BOOSTER CLUB (PMBC) INFORMATION

MISSION STATEMENT

1. The mission of the Perpetual Motion Booster Club is the promotion of youth athletic education, social skills, and the fostering of athletic competition.
2. Gymnastics competition is expensive. The goal of the Booster Club is to raise money to offset the cost of competition so that more girls may enjoy the benefits of the team gymnastics program.
3. Regardless of membership in the Booster Club, all families and gymnasts are invited to participate in all team activities, including but not limited to, U of M meets, working at meets and fundraisers, team outings, etc.

MEMBER PARTICIPATION

Being a member of the team program is an honor your daughter has earned through hard work and dedication. You can support her emotionally and financially by joining the Perpetual Motion Booster club. Every member of the team will benefit or suffer depending upon participation or lack of it.

GENERAL INFORMATION

1. We often communicate with you through email. If your e-mail address changes, please contact PMBC President Tara Albores.
2. PMBC Board Members will be pleased to answer any questions you may have. The Board Members for Fiscal Year 2011-2012 are as follows:

President:	Tara Albores
Vice President	Wendy Gerlach
Treasurer	Mary Mundahl
Secretary	Tara Hubbart (Interim)
Member at Large	Brian McCabe
Member at Large	Becky Perron

3. PMBC has a webpage on the Perpetual Motion website at www.perpetualmotiongymnastics.com. Please check the website for information about upcoming events.
4. PMBC operates on a fiscal year June 1 to May 31.

MEMBER OBLIGATIONS

1. All PMBC members are expected to be familiar with PMBC policies.
2. PMBC dues are \$30.00 for a family with one gymnast and must be paid by June 1st or dues will be deducted from your individual account. Additional gymnasts in the family must pay \$15 per gymnast.
3. Each family is required to work a minimum of **28** volunteer hours for the year (24 hours are completed at the hosted meets and 4 hours are completed through other volunteer opportunities, see item #4). A minimum of 12 hours must be worked at each Perpetual Motion hosted meet. If we only host one meet, each family will be required to volunteer 12 hours at that meet. Hours may be reduced if it is only a 1 day event. **Please note that the 12 or 24 hour commitment refers to volunteer hours during the actual meet(s); required pre-meet preparation committee hours served are in addition to and do not count toward this requirement.** If no adult members of your family are able to work at the hosted meets, hours outside of the meet must be approved by the PMBC Board.
4. The Booster Club does not require a monetary deposit to cover expenses if requirements are not met. In lieu of the monetary deposit, if volunteer requirements are not met, there will be a 20% deduction from your Booster Club payout distribution paid in the following year. The deduction will not exceed 20% regardless if other requirements are not met. The deducted amount will be applied to the general account to cover expenses.
5. In addition to the meet hours, each family is required to complete 4 volunteer hours (per gymnast involved in the Booster Club) outside of the meet requirements. These can be used in other PMBC activities, including but not limited to:
 - A. Annual Banquet
 - B. Garage Sale
 - C. Spring Fling
 - D. Coordinating a PMBC-approved fundraiser

The entire 4-hour requirement is met with the following volunteer positions:

- Public Relations Coordinator
- Scoring database coordinator
- Banquet invitations/RSVP
- Banquet DVD
- Banquet program
- Banquet gymnast gifts/place settings/fun awards/coaches gifts (only if all tasks completed by 1 person)

Volunteer hours for coordination of the State gymnast gifts will be based on the gift purchased for the year and Boards discretion as to how many hours will be granted.

6. One family member must be a member of a pre-meet preparation committee for each meet hosted by Perpetual Motion. One member of each preparation committee must attend the mandatory meetings before the meets (if applicable). Time spent as part of your pre-meet preparation committee is in addition to your 4 volunteer hours outside the meet as well as the 12 or 24 required hours to be served at the actual meets.

7. **One member of each family must attend 50% of the monthly Booster Club meetings. If there is an odd number of meetings for the fiscal year, the member's meeting percentage will be adjusted, i.e. 5 of 11 meetings (45%) will be rounded up to 50% and will meet the requirement. Meetings are typically the 1st Monday of each month at 6:00 at Ray J's during the competition season. If this requirement is not met, your competition payout the following year will be reduced 20%, which will be applied to the general account to cover expenses. Meeting dates will be sent via email. Note there is an exception for Perpetual Motion employees who work nights of meetings. Perpetual Motion employees are required to read the minutes and reply to verify the minutes were read. Any other exceptions are subject to board approval.**

FUNDRAISING

The PMBC sponsors a variety of fundraisers during the year that includes, but is not limited to, the following:

- A. Garage Sale
- B. Butterbraids
- C. Gertens Sale
- D. Linders Sale

By participating in the fundraisers, you have the opportunity to raise money that will directly affect your gymnast. Profits earned by participating in the various fundraisers will be allocated to your individual account or general account depending if it is an optional group fundraiser or individual fundraiser.

Participation in fundraising activities is optional. Members are only required to volunteer at the PM hosted meets.

If you coordinate a fundraiser, you will be credited with four (4) volunteer hours.

GENERAL FUND

Money raised by the PMBC is used to offset the costs of competitive gymnastics. Examples of events and disbursements funded by PMBC include Spring Banquet and State gifts. In addition, a percentage of the annual competition and team fees will be paid directly to the individual accounts for members for members to utilize to pay competition related expenses. The percentage is determined annually and based on the profits from the preceding fiscal year. The current year percentage and timing of payment will be communicated to all members via email. Payouts are available to all members during the prior year that met all membership and volunteer requirements and remain in the competitive/development program at Perpetual Motion. The amount of your payout may be reduced by the PMBC if your individual account has a negative balance or your family does not meet the volunteer hour requirement.

PMBC expenses paid on behalf of members for fundraising, meets, etc. will be reimbursed by the PMBC. Reimbursements can be obtained by completing a reimbursement request form and turning the form in at the front desk at the gym or submitting via email to mmundahl@travelers.com. Receipts for expenses are required and must also be turned in at the front desk or a copy via email to qualify for reimbursement. Reimbursement forms are available at the front desk or online. Please allow 2 weeks for processing. You will be notified by email when your check is available for pick up at the front desk. All reimbursements for the fiscal year must be requested by June 7. There will be no reimbursements for preceding fiscal year expenses after June 7 to facilitate closing the fiscal year books.

ASSOCIATE MEMBERSHIP

Families may choose to participate strictly as an Associate Member. Under this membership, families may participate in any fundraising activities in which the profits are placed in the individual accounts. Families are not required to attend meetings or participate in any of the volunteer requirements.

There is no annual fee to be an Associate Members.

DEVELOPMENTAL TEAM BENEFITS

The PMBC benefits the developmental team gymnast in the following ways:

- A. Funds raised this year in the general fund will be allocated to pay for a percentage of developmental (or competitive if your gymnast has advanced) team fees the following year at Perpetual Motion.
- B. Spring Fling meet fee will be paid by PMBC

INDIVIDUAL ACCOUNTS

The money you raise in your individual account can be used towards any Competition or Development program expense except your monthly tuition. Qualifying expenses include:

- A. Competition/team fees
- B. Travel meet expenses (lodging, air, etc.)
- C. Team leotards

Withdrawals from your individual PMBC account can be requested by completing a disbursement request form and turning the form in at the front desk at gym or submitting via email to mmundahl@travelers.com. Forms are available online and at the front desk. You will be notified via email when your check is ready for pick up at the front desk. Please allow 2 weeks for processing.

Please note that with the exception of Spring Fling fees, under no circumstances will the PMBC pay Perpetual Motion directly for any member expenses. Members must pay Perpetual Motion themselves and request reimbursement from their respective individual account.

If a member decides to leave the team program, any funds remaining in the member's individual account must be used prior to the gymnast's last day. Any remaining funds will be forfeited to the general fund.

CONCLUSION

The Perpetual Motion Booster Club benefits all members in the team program. A successful booster club can only happen when all participating members are active in the operations of the club, fundraisers and the activities to host a meet.