



Bedford High School Alumni Association

1623 West Starns Road
Temperance MI 48182
Website: www.bedford.k12.mi.us

President: Chuck Faller 734-847-8339

Treasurer: Laura Collins 734-854-2926

Secretary: Pam Krell 734-856-4732

Alumni Association Procedures and Responsibilities

(Revised August 2015)

Responsibilities of Alumni Association officers:

1. President:

- a. Will be the official spokesman for the Alumni Association
- b. Will prepare the Agenda for all meetings and provide a copy to the Alumni Association secretary at least a week before the scheduled meeting so the secretary can notify the other officers and the membership.
- c. Will preside over all meetings.

2. Vice President:

- a. Will serve in the capacity of President if necessary.
- b. Will be in charge of Brick Donations (see separate procedure sheet)
- c. Will be responsible for writing thank you letters for all donations to the Association.

3. Treasurer:

- a. Will be responsible for all deposits and payments for the Association.
- b. Will pick up all mail on a weekly basis from the mailbox at the BPS Administration office.. The treasurer will leave mail in an envelope marked for the President, Vice President or Secretary.
- c. Will be responsible for all accounting procedures for the Association.
- d. Will prepare financial reports for each membership meeting.

4. Secretary:

- a. Will be responsible for recording the minutes of all meetings and provide those minutes at the next Association meeting.
- b. Will make available the meeting agenda to all officers and members at least one week before all meetings.
- c. Will be responsible for all correspondence that is delegated to her/him by the President.

5. Trustees (2)

- a. Will assist the other officers by serving on the "Board of Directors" The Board of Directors will establish objectives, policies and procedures for the Association.

Alumni Procedures:

1. Membership:

- a. Treasurer will record all membership payments (if life-time membership brick.)
- b. Treasurer will give President all membership applications.
- c. President will record all membership information into database and write welcome letter.
- d. If "Life-Time" membership, President will complete brick form and give to Vice President.
- e. Vice President will follow same procedure for other brick orders.

Bedford Alumni Association Donations Flow-Chart

1. Alumni Association receives donation for stadium or to the Alumni Association.
 - a. All paperwork and donation given to Treasurer
 - b. Treasurer makes **2 copies** of check (cash) and donation or pledge form. If the donation is a recognition brick or plaque recognition see procedure below.
 - c. Treasurer gives 2 copies to the Vice-President so that a thank-you letter can be written by the Vice President. The vice-president will mail copy of form with thank you letter.
 - d. Treasurer records donation and deposits it in Bank Account.
 - e. Treasurer keeps all original donation or pledge forms.

****** If donation is a recognition brick the following procedure will be followed:**

- a. Treasurer will make 3 copies of brick order form and check.
- b. Treasurer will give the 3 copies to the Vice President.
- c. The Vice-President will send out one copy with thank you letter.
- d. The Vice President will do the following:
 1. Check the brick form for accuracy.
 2. Record all information on database.
 3. Give a copy of the brick form to Leo LeClair so that brick can be engraved.
 4. Make mailing labels for each donor to be used on post cards.
 5. Up-date data base information (name, address, phone # and information that will be engraved on the brick.
 6. When bricks have been completed, The Vice-President will:
 - a. Pick up bricks
 - b. Check the bricks for accuracy with brick form.
 - c. Install bricks at the stadium. Return bricks that were taken out to Leo LeClair.
 - d. Mail post card to donor indicating that the brick has been installed along with location.
 - e. Up-date database that brick has been installed..

****** If donation is a recognition plaque the following procedure will be followed:**

- e. Treasurer will make 3 copies of brick order form and check.
- f. Treasurer will give the 3 copies to the Vice President.
- g. The Vice-President will send out one copy with thank you letter.
- h. The Vice President will do the following:
 7. Check the plaque form for accuracy.
 8. Record all information on database.
 9. Give a copy of the plaque form to Engraved Image so that plaque can be engraved.

10. Make mailing labels for each donor to be used on post cards.
11. Up-date data base information (name, address, phone # and information that will be engraved on the brick.
12. When plaque has been completed, The Vice-President will:
 - a. Pick up plaque
 - b. Check the plaque for accuracy with plaque form.
 - c. Install plaque at the stadium. Save any blank plaques that are removed.
 - d. Mail post card to donor indicating that the plaque has been installed along with location.
 - e. Up-date database that plaque has been installed..

Sample wording for Brick Post Card:

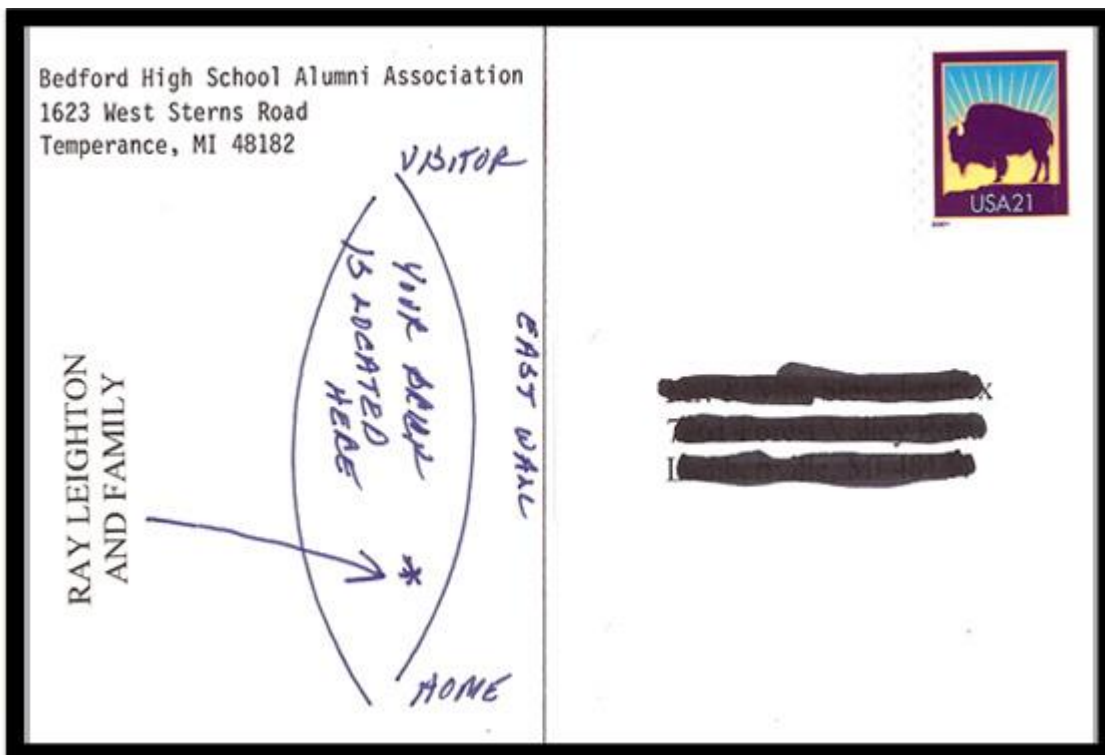
Your Brick Order Is In!

Stop by the Bedford Community Stadium to check your brick (s) out. They have been placed along each side of the sidewalk at the east wall of the stadium. You can enter the grounds through the turn-style located at the southeast corner of the stadium The stadium grounds and track are always open to the general public. The location of your brick is noted on the other side of this post card.

If you have any questions concerning your brick order, you may contact our Vice President, Joe Dokes, at 734-847-0000 or E-Mail him at joedokes@hotmail.com. If you have any other questions regarding the stadium project, you may contact Gene Stock, Stadium Committee Co-Chairman, at 734-847-6358 or E-Mail: stocksportsinc@yahoo.com

THANKS AGAIN FOR "BEING A PART OF IT!"

BHS Alumni Association web page: <http://www.bedforddyes.com/BedfordAlumniAssociationHome.htm>



Hall of Fame Procedures:

1. Deadline for all nominations will be May 1st of each year. As nominations are received, the President or his delegate will write a thank you letter to the nominator. A letter and form for the nominee to complete will be mailed out to the nominee to be returned by May 15th.

2. Selection Process:

A screening committee composed of the BHS Alumni Association Board of Directors (President, Vice-President, Secretary, Treasurer and Trustees) shall meet by June 1st of each year to review and pre-screen nomination forms that have been submitted.

a.

The screening committee shall forward nominations forms of valid nominees (i.e. those candidates that meet the criteria established by the Alumni Association) to the Selection Committee by June 1st of each year.

3. Screening Criteria:

a. The Screening Committee (i.e. Alumni Board) will utilize the criteria listed under “Criteria for valid nomination) to pre-screen candidates prior to submission to the Selection Committee.

b. For any nominee to be eligible for the HOF all criteria must be met to the satisfaction of the Screening Committee.

c. The Alumni Association shall notify any person who completed a nomination form that does not meet all criteria for valid nomination. A person may resubmit a nomination form supplying any missing criteria items.

4. Selection Committee:

a. Shall be appointed by the Alumni Association. The committee shall consist of 7-9 members and include at least 2 members of the Alumni Board one of which would be the chairman (preferably). The selection committee shall select a chairman.

b. Shall select not more than 7 candidates from the pool of pre-screened nominees submitted by the Screening Committee.

5. Selection Process

a. The Selection Committee shall select current-year candidates to the HOF from the pool of valid nominees (previously submitted by the Screening Committee) by June 30 of each year.

b. The Selection Committee shall select not more than 2 non-student nominees to the HOF each year unless otherwise approved by the Alumni Board.

c. The Selection Committee’s choices will be sent to the Alumni Board for final approval at the July Alumni Association meeting (preferably before July 15).

d. Current year candidates/inductees will be notified both verbally and in writing no later than July 31 each year and be invited to the HOF Game (to be introduced) and to the HOF Banquet (to be inducted).

e. Upon their acceptance, each candidate will be sent 2 tickets for both the HOF Game and the HOF banquet compliments of the Alumni Association.

f. All valid nomination forms for persons not selected shall be placed on file for future consideration.

9. Induction process:

a. The Alumni Association shall set the date for the HOF Game (to be introduced) and the date, time and location for the HOF Banquet (to be inducted) by June 1st of each year.

b. The escort for the inductee at the HOF Game should be the person who nominated the inductee (preferred) or a member of the Alumni Board.

c. At the HOF banquet the inductee may select an individual to introduce them. It is strongly suggested that inductees limit their comments to 10 minutes including the comments from the person introducing the inductee.

**Bedford High School Hall of Fame
Checklist and Time-Line**

General Duties Checklist and Time-Line:

- 1. Chairman for Hall of Fame Selection Committee. This person would be responsible for selecting the committee members, scheduling the meetings, and heading up the selection process. This person would also be responsible for sending a letter to each inductee along with a copy of the nomination form notifying them of their selection. This person will be responsible for keeping the inductees informed of all activities including sending tickets for the banquet and football game.**

- 2. Chairman for Hall of Fame Banquet. This person would have complete responsibility for the banquet. This person would be responsible for selecting a committee to assist in the following tasks:**
 - a. Banquet Location and Caterer**
 - b. Decorations**
 - c. Ticket takers**
 - d. Greeters**
 - e. Sound System and Podium**
 - f. Master of Ceremonies**
 - g. Entertainment**
 - h. Alumni Information to display**
 - i. Photographer**
 - j. Building Tours**
 - k. Banquet setup (including securing chairs, tables, silverware, table cloths, name tags, and clean-up after banquet.)**

- 3. Chairman for introduction of inductees @ football game. This person would be responsible for all activities at the football game. This person would be responsible for selecting a committee to assist with the following:**
 - a. Announcement in football program (contact Athletic Boosters)**
 - b. Secure tent, tables, chairs, Alumni Association banner**
 - c. Refreshments**
 - d. Escorts for inductees**
 - e. Boutonnieres**
 - f. Photographer**
 - g. Script for announcer to read**

- 4. Press release to media.**
- 5. Plaques**
- 6. Printing of Tickets**
- 7. Ticket Sales**
- 8. Fundraising to pay for banquet.**
- 9. Typing and printing of program**

Time-Line:

1. **Nomination Deadline: May 1st**
2. **Selection Committee Recommendations Deadline: June 30th**
3. **Notification of Inductees Deadline: July 31st**
4. **Introduction @ football game:**
5. **Banquet:**