Malvern Prep Friar Club
Protocols and Procedures

Introduction:

The Friar Club provides a vehicle for Malvern Prep alumni, parents, supporters, and friends to support each program of the athletic department. The Friar Club falls under the joint direction of the Athletic and Development offices. The Friar Club serves to coordinate all efforts to ensure continuity and consistency in Malvern Prep’s message, to ensure annual athletic development activities take place, to avoid conflicts with other events, and to assist in the processing and acknowledgement of athletic gifts.

The Friar Club is committed to the goal of overall excellence in Malvern Prep Athletics through a unified partnership and open communication among the Friar Club, the Development office, athletic administrators, coaches and parents.

Mission:

In the spirit of Augustinian Values, the mission of the Malvern Preparatory Friar Club is to enhance the development of our scholar athletes, athletic programs and alumni involvement by unifying support for Malvern Prep athletics.

Pillars:

➔ Raising awareness for athletic initiatives
➔ Promoting alumni participation
➔ Connecting the Malvern athletic community
➔ Improving the game day experience for students and fans
➔ Supporting the athletic programs’ priorities

Objectives:

➔ Sustain the athletic budget for all interscholastic programs
➔ Support committees for each sport/program
➔ Improve facilities/ equipment

Internal Leadership Team:

Director of Athletics: 484-595-1141

Director of Development: 484-595-1116

Director of Alumni Relations & Athletic Development: 484-595-1112

https://www.malvernprep.org/support-mp/friar-club
Committee Responsibilities:

- Limited to twenty members and four student participants selected by the Executive Committee and approved by the Athletic Director. There is no limit on sub-committee membership. Current and past parents are encouraged to participate.

Any person in the broader Malvern Prep Community may serve on the Friar Board. All committee members must regularly attend board meetings, actively participate in Friar Club matters, and promote Club initiatives. Any committee member who fails to attend (either in person or conference call) three of the five regular meetings of the committee may be automatically removed.

➢ Steering
  - Set a course for what we want to do as a Club, implementing a vision
  - Strategic plan development with 1-5 year milestones, and the goals that will get the club there
  - Drive the agenda of the club, and create a path for the club to follow
  - Work with administrators and strategic planners
  - Scheduling
  - Meeting Minutes

➢ Events
  - Align events with the mission of the Friar Club
  - Core group of events
    - Fall events (ie: Homecoming)
    - Class and Championship Recognition
  - Coordination with communications committee
  - Attending events to create a presence and recruit for the club
  - Outreach to spread the word about the club and events
  - Coordination with parents leaders of each sport
  - Form sub-committees for athletic program event coordination
    - i.e. The Friar Club Football Committee

➢ Fundraising
  - Improve revenue to fund athletic program and Friar Club initiatives
  - Responsible for working with alumni/parents on annual program fundraiser
  - Purchase and sale of Friar Club merchandise
  - Responsible for the sustainment and growth of the Corporate Sponsorship Program
  - Coordination with third party consultants
  - Reporting of budgetary matters and coordinate with the business office
  - Reduce financial burden on parents and athletic programs

➢ Communication
  - Promote athletic program and Friar Club initiatives
  - Work with Marketing and IT teams for outreach to the community
  - Social Media responsibility

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Ensuring schedules, agendas, and updates are communicated to Friar Club

**Friar Club Executive Committee Officers:**

President

Vice President

Committee Chairs

It is the duty of the Friar Club Executive Board to ensure the Friar Club and its members comply with all school and Inter-Academic League guidelines. They will also act in the best interest of the Friar Club and Malvern Prep student-athletes. Executive Committee positions will be appointed by the Directors of Athletics and Development with the recommendation of the standing Executive Committee. All officer positions will be 2 year terms, unless otherwise designated. The establishment of additional officer positions and responsibilities is permissible at the discretion of the Executive Board.

**Friar Club Sub-Committees:**

The Sub-Committees for each athletic program will be direct representatives of the Friar Club for communication, logistics, promotion and fundraising. They will work with their respective program's alumni, coaches, and parents. They will report to the Friar Club Executive Committee. Permissions for event organization and allocation of funds will be directed to the Executive Committee for approval by the Directors of Athletics and Development. Each Sub-Committee will have a chairperson. The Sub-Committee Chairs will be appointed by the Executive Committee. All Committee Chair positions will be 2 year terms, unless otherwise designated.

**Protocol:**

Actively pursuing athletic fundraising options is always encouraged. To ensure effectiveness, the following criteria should be met:

**First- Discussion.** Coaches and organizers need to discuss ideas, events, and dates with their program chairman.

**Second- Feasibility.** After a coach, organizer, parent and program chairman (or assigned representative) discuss the activity, the program chairman contacts the Friar Club president and the Director of Athletic Development for feasibility analysis. The president and Director make sure that there are no conflicts with other school events, the timing of the event is appropriate, and the message to be conveyed. Funding for the activity will be presented to the president and Director of Athletic Development by the program chairman.

**Third- Approval.** Funding for the activity will be approved by the president and Director of Athletic Development, under the direction of the Athletic Director.

[https://www.malvernprep.org/support-mp/friar-club](https://www.malvernprep.org/support-mp/friar-club)
Procedures:

All individuals involved in or benefiting from Friar Club fundraising should adhere to the following procedures:

Account Updates: All questions concerning account balances or request for funds should be directed to the Director of Athletics.

Funds: Those funds that are raised through the Friar Club General Fund** are unrestricted and may be used at the discretion of the Friar Club, with approval from the Athletic Director. Those funds that are raised for a particular sport or program initiative are restricted to the use as intended by the donor. These gifts may only be used in support of that sport, program, or service. In the event of a donation to a particular sport or program not earmarked for a specific initiative, the Athletic Director reserves the right to allocate funds as he sees fit for operational effectiveness. All donations will be included in a member’s yearly contributions to the school and are tax deductible as restricted funds.

**The Friar Club General Athletic Fund is an account which will be held separate from all athletic “buckets” and will be utilized at the discretion of the Athletic Director and the Friar Club Executive Board. It will support facilities, training, strength/conditioning, operations, communications, and other underfunded areas as necessary.

Support Services: The Friar Club, in coordination with the development office, is structured to facilitate all fundraising activities including the donor lists, messaging to constituents, and history of contact information. All requests for items listed above are to be directed to the president of the Friar Club.

Acknowledgment Letters: Personalized thank you letters will be sent to all donors through the Development Office.

Communication: Communication between the president, coaches, and athletic staff members will ensure that neither Malvern Prep nor a donor is put in a compromising situation.

Note: Please keep Alumni Relations informed of all activities that involve alumni (reunions, recognition dinners, celebrations, etc.). These activities can be publicized in various school publications and newsletters.

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