

# BBCHS Academic Foundation

## FOUNDATION DIRECTOR APPLICATION

### Profile

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### Contact

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

### Work History / Community Organizations

Please list the community organization in which you are involved:

### Areas of Expertise

Please check the following skills which you feel best represent your areas of interest in assisting the Foundation in fulfilling its Mission of raising funds to enhance the quality of education at BBCHS.

- Soliciting & Cultivating Donations
- Marketing & Promotions
- Planning/Executing Special Events
- Identifying, Soliciting & Cultivating Funding Prospects/Sources

### Personal Skills

The following represent some of the skills and talents which help our Foundation succeed. Please check those areas which you consider a strength.

- Public speaking/Presentation on behalf of the Foundation
- Event management & execution (i.e. golf outings, special dinners, fundraising events)
- Knowledge & expertise in education, curriculum and student development
- Knowledge & understanding of the history, characteristics & values of the BBCHS school district and the greater community
- Fundraising/cultivating monetary gifts for the Foundation
- Other \_\_\_\_\_



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### Mission

#### FULFILLING THE MISSION OF THE BBCHS ACADEMIC FOUNDATION

The Mission of the **BBCHS Foundation** is to mobilize community resources to support and enhance public education through projects and initiatives designed to improve student performance and opportunities at BBCHS.

The Foundation fulfills its Mission through classroom and extracurricular grant funding for student programs at BBCHS. Funding is provided through the generosity of its donors and other fundraising initiatives.

### Expectations of Directors

- 1. Attendance at meetings** The Foundation meets 7-8 times each year. The meetings are scheduled on the third Wednesday in the months of July, August, September, November, December, March, May and June beginning at 5:00 p.m.. The location is determined by the Executive Director. If unable to attend, please notify the Executive Director 48 hours prior to the scheduled meeting. *(If physically unable to attend, zoom and phone in opportunities are available.)*
- 2. Participation in the BBCHS golf outing** The Boiler Golf Classic is the Foundation's largest fundraiser of the year. It is held in July and co-chaired with the Athletic Department. All directors assist with the outing via a sub-committee.
- 3. Committee Participation** Directors serve on at least one other committee based on individual strength and interest.

#### Committees

- |                     |                     |
|---------------------|---------------------|
| Alumni - Membership | Alumnus of the Year |
| Annual Dinner       | Finance             |
| Golf                | Grant & Research    |
| Marketing           |                     |


- 4. Donations** In conjunction with the Mission Statement, Board of Directors are encouraged to make an annual financial donation.

### Return completed application to

**BBCHS ATTN: LAURIE BLAKE**  
700 W. North Street, Bradley, IL 60915

### Questions?

 [lblake@bbchs.org](mailto:lblake@bbchs.org)

 815-937-3707 x 6003

 Laurie Blake, Executive Director