



Greater Ohio Area SuperKids Classic, Inc. (GOASKCI)

P.O.Box 6223, Akron, OH 44312

info@superkidsohio.org

www.superkidsohio.org

Board of Directors / Committee Application

Applicants must be 18 years old to apply for Board consideration (21 for executive board), and are required to select at least one committee/role (p.2). You do not have to be on the Board of Directors to volunteer to be on a committee.

First Name:	Last Name:	
Mailing address (Street # and name, city, zip code):		
Home Phone:	Cell Phone:	
Email address:		
Driver's License or State ID Number:	Issuing State:	Exp:
<i>A photocopy of your driver's license or state ID must be submitted with your application. You can bring form to a board meeting (and we will make a copy of your ID), or you can email or mail this form and copy of ID to the email or mailing address above.</i>		

Please list reason(s) why you want to become a GOASKCI Board or Committee Member (use a separate sheet of paper if necessary):

GOASKCI maintains the right to conduct back-ground checks on all volunteers (including Board applicants). Do you acknowledge and give permission to GOASKCI to conduct a background check? Yes No

Have you served on the board of any other Soap Box Derby related organization before?

Yes No

If yes, which organization/where:

Have you served on the board of any other non-profit organization? Yes No

If yes, which organization/where:

Were you recommended by anyone to apply to the GOASKCI board? Yes No

If yes, who:



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Committees:

The GOASKCI board of directors goes above and beyond the functions of volunteers by taking on/being responsible for committees, roles or major tasks that need to be conducted to achieve organizational activities and goals. Board members are expected to select at least one committee or role to be responsible for, **please select the committees/roles you feel would be most valuable for you to serve on** (See descriptions on next page):

- | | |
|--|---|
| <input type="checkbox"/> Audit Committee | Volunteer Management Committee |
| <input type="checkbox"/> Car Maintenance Committee | <input type="checkbox"/> Electronic Communications |
| <input type="checkbox"/> Fundraising Committee | Committee (info email, website, Facebook) |
| <input type="checkbox"/> Parade Committee | <input type="checkbox"/> Special Events (Halloween and Christmas parties, other special events for racers and families) |
| <input type="checkbox"/> Banquet Committee | |
| <input type="checkbox"/> Publicity Committee | |
| <input type="checkbox"/> Registration Committee | |

Roles/Tasks:

In addition, there are many tasks that are needed within each of these committees for which volunteers and experience are needed. Please let us know if you have experience with any of these items (and are willing to bring that experience to GOASKCI committees):

- | | |
|--|--|
| <input type="checkbox"/> Legal experience | <input type="checkbox"/> Event planning (logistics, food, registration tasks for special events) |
| <input type="checkbox"/> Insurance experience | <input type="checkbox"/> Document creation and/or editing: |
| <input type="checkbox"/> Driving/picking up donations for Race Day and other Events (with your personal vehicle) | <input type="checkbox"/> Word documents |
| <input type="checkbox"/> Website content management | <input type="checkbox"/> Excel spreadsheets |
| <input type="checkbox"/> Facebook content management | <input type="checkbox"/> Publisher (or other similar programs) |
| <input type="checkbox"/> Managing email traffic | |

Is there any other information or special experience you can bring to the Board or Committees that you would like to share?

Applicant Signature _____ Date _____

You can bring your application to a Board meeting, or mail or email your application and copy of photo ID to: GOASKCI, P.O. Box 6223, Akron OH 44312; or scan and email to: info@superkidsohio.org. Board/committee applications are reviewed by the GOASKCI Board of Directors at the next regularly scheduled Board meeting.



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STANDING COMMITTEES (i.e. these committees to be in place at all times with representation or leadership from an existing board member).

- A. **Audit Committee:** Provides assistance to the Treasurer in tracking finances and ensuring fiscal integrity of organization. Conducts informal reviews of financial files at the end of each fiscal year. Convenes an informal audit with outside. Chair of the Audit Committee is appointed by the Executive Board.
- B. **Car Maintenance Committee:** Provides coordination for car maintenance and repair including assessing repairs needed prior to each race; recommending replacement of cars as needed; assessing need for accessories for repairs and maintenance (brake pads, steering wheels) and coordinating the purchase and pick up of such items; and making needed repairs (or identifying a plan for repairs and replacement). Chair of the Car Maintenance Committee is appointed by the Executive Board.
- C. **Fundraising Committee:** Provides coordination for special fundraising events (outside of annual solicitation of race sponsors and donors). Chair of the Fundraising Committee is appointed by the Executive Board.
- D. **Parade Committee:** Provides coordination for Race Day Parade and Opening Ceremony events including: sending out parade invitations to previous year parade participants and new invitees; tracking incoming parade registrations; corresponding with parade participants regarding guidelines and timing for parade participation; coordinating day of race parade line up at top of hill; and providing participant descriptions to race announcer. Chair of the Parade Committee is appointed by the Executive Board.
- E. **Banquet Committee:** Provides coordination for Banquet including: Confirming attendees rsvp'd (racers, copilots and families; sponsors; volunteers; and Board members and their family members); communicates space, set up and food needs to banquet venue. Coordinates racer trophies, co-pilot plaques and special awards production. Compiles text for, designs and coordinates printing of Banquet Program. Coordinates special onsite needs such as slide shows, script/agenda creation. Coordinates financial tasks (paying venue, tipping servicers, raffles) with Treasurer. Chair of the Banquet Committee is appointed by the Executive Board.
- F. **Publicity Committee:** Provides coordination of media/publicity outreach including: creating and sending press releases to newspapers and media outlets for race day, volunteer solicitations, award presentations, sponsor and registration opportunities. Also coordinates design and printing of flyers, brochures, and other print items for promotional purposes. Coordinates event photography for purposes of documenting events and using photography for organizational promotions and communications. Chair of Publicity Committee appointed by the Executive Committee.
- G. **Registration Committee:** Provides assistance to Registration Chairperson to promote racer and co-pilot registration opportunities and deadlines including outreach to schools and organizations serving eligible children; reviewing racer registration issues; and providing onsite registration support on practice and race day; providing racer profiles to race announcer, preparing racer and copilot information for Race Day and Banquet Program. Registration Chairperson serves as Chair of



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the Registration Committee.

- H. **Volunteer Management Committee:** Provides coordination for Volunteer recruitment, confirmation and correspondence including soliciting volunteers, managing volunteer forms and waivers, orienting volunteers as needed, conducting background checks as needed for new volunteers, coordinating onsite day of volunteer tasks for practice and race day and other events as necessary. Vice President serves as Chair of the Volunteer Committee.
- I. **Electronic Communications Committee:** Provides coordination of electronic communications for the organization including: website content management; monitoring and replying to email messages delivered to info@superkidsohio.org; monitoring messages delivered via the website Contact form; monitoring and maintaining "newsletter"/email list sign-ups via the website; managing content/posts to Facebook page; and managing the Google Phone number. Chair of Electronic Communications Committee appointed by the Executive Committee.
- J. **Race Events Committee:**
- a. Provides coordination for all Practice, Race and Picnic specific needs including:
 - b. arranging for event food;
 - c. arranging for needed supplies for events (duct tape, coordinating with Car Maintenance Committee on purchase of brake pads, steering wheels and helmets, etc.);
 - d. coordinating and picking up timers, blocks, radios;
 - e. coordinating Goodie Bags/giveaways for events;
 - f. confirming event set-up and tear-down process and responsible persons;
 - g. working with Registration Chairperson to communicate dates, times and venues to racers and families;
 - h. working with Volunteer Committee to communicate dates, times and venues to volunteers;
 - i. working with Car Maintenance Committee to deliver vehicles to/from storage for Practice and Race day.
 - j. Working with Volunteer Management Committee to organize sufficient volunteers for events and in particular for Practice and Race Day (pavilion, top of hill and run-out; etc.)
- K. **Special Events:** Convened as needed to plan special non-fundraising events throughout the year including: Fall fun event, Christmas party, parade participation. Coordinates all aspects of event (promotion, registration, onsite management, contracts and supplies needed). Chair of Special Event Committees are appointed by the Executive Board.