



2018 UPDATED- Guidelines and Recommendations for U.S. Naval Academy Parent Clubs

Parent Club Mission:

The primary mission of a Naval Academy Parent Club is to create an enabling environment that offers community support with timely and accurate information to all current parents and guardians of Naval Academy midshipmen to help them create the greatest experiences associated with being a parent of a U.S. Naval Academy midshipmen.

Key Ingredients to a 'Model' Parent Club:

Naval Academy Parent Clubs are encouraged to coordinate efforts with other USNA entities in their area (state) to include U.S. Naval Academy Alumni Chapter(s) and other Naval Academy Parent Clubs in their area to foster a sense of community for joint events and united support for the Naval Academy and the US Naval Academy Alumni Association and Foundation.

Naval Academy Parent Clubs are encouraged to develop a strong working relationship with USNA Blue and Gold area coordinators and officers to offer information, guidance and support for potential candidates for USNA and their families. USNA Parent Clubs play a critical role in support of USNA Admission outreach events across the country. Additionally, new families are “welcomed aboard” at new parent and candidate welcome aboard events prior to I-Day each summer.

Naval Academy Parent Clubs should encourage alumni or “fleet” parents to remain involved. We find the strongest Clubs have a place for alumni parents to serve as Mentors to help current Midshipmen Parents deal with the plethora of emotions and planning associated with life in Bancroft Hall and after service assignment and fleet introduction.

A Naval Academy Parent Club will work to maintain open communications with the USNA Alumni Association parent club coordinator to request and to share official information and updates the Naval Academy and Alumni Association and Foundation.

Governance recommendations:

- A Naval Academy parent club will maintain a leadership ‘board of directors’ of current midshipmen parents and have a set of approved by-laws to govern Parent Club activities.
- A Naval Academy Parent Club will maintain a succession plan for Parent Club board leadership, actively engaging new plebe parents to join the board to sustain parent club leadership year to year.
 - Ex. a plebe parent is brought in as secretary or committee chairman and is actively promoted year to year, reaching the position of president during their MIDS 2/C second

semester and transition into fall of first class year. President will turn over leadership in January of 1/C year to become president emeritus, acting in an advisory capacity for sitting president and allowing 1/C parents to focus/ plan for commissioning week.

- The Parent Club coordinator recommends all leadership positions be held for only 1 year including the past president/ emeritus position and all parent club board positions be held by current parents of midshipmen at USNA.
- A Naval Academy parent club may engage in fundraising to support parent club activities and events that support USNA midshipmen and their families. As a word of caution - small amounts of fund raising is allowed by each state but be aware that each state differs with respect to total amounts raised. Parent Club's may find that it may be in their best interest to file for 501c3 status through their state agencies. Clubs should contact their state tax authorities to ensure compliance with local and state regulations.
 - Guidelines for 501 c 3 process can be provided by the Alumni Association
 - Recommended that all non-profit yearly fees are included in the operating budget of the parent club.
- Transition recommendation: if a fleet parent wishes to remain involved in a parent club, we recommend the treasurer position be one of the position available for a long time /fleet parent to oversee:
 - To keep the bank/ membership and revenue transactions current and accurate
 - If the Parent Club is an approved 501 c 3 non - profit it is critical to maintain the status with yearly applications/updates per the parent club state and federal requirements
- Parent Club leadership should be reachable and responsive to the needs of the local Midshipman families. Web tools and support can be provided thru the Alumni Association.

Parent Club Leadership Transition Recommendations:

When the parent club leadership changes over we recommend the following steps be followed:

- Contact Elizabeth Beedenbender to update change in Parent Club leadership: submit incoming leadership position changes by email to EB; please include:
 - Name
 - position of new board member,
 - year group of their Midshipman
 - best email/ contact information for new board members to receive updates and inquiries from new parents and EB
- If Parent Club is an approved 501 c 3 non- profit, please verify status is up to date, all fees and yearly applications to keep status active have been submitted to meet state/federal requirements.
- Leader Changeover recommendation: it may be easier to transition a parent club leadership board in during the winter months of January/February, see reasoning below:



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- Allows outgoing 1/C president to transition parent club information to prep new leadership board to be ready & focused to welcome the incoming plebe parents while the 1/C graduating parents can focus on Commissioning Week planning.
- In January, the yearly parent club leadership email is sent to include:
 - Yearly Parent Club List request/usage agreement
 - Yearly Parent Club Survey
 - Yearly distinguished Parent Club Award application
 - Welcome Aboard Financial support from USAA
 - Verify Parent Club leadership is accurate for incoming Plebe parents
 - provide updated tools and web support added for Parent Clubs
 - Adding new leadership members to the Parent Club Leadership Facebook Group

This information package can be discussed between outgoing/incoming leadership and allows the new Parent Club board to prepare for the goals and requirements to maintain the status of a Naval Academy parent club year to year working in conjunction with EB and the Alumni Association.

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