

Satellite Dance Locations

Growing Interest in Nearby Communities

Often there are outlying communities near an existing USA Dance chapter that are not well served by events currently being sponsored by the Chapter. There may be interest in these areas in scheduling dances that are more convenient and potential for eventual chapter development, but the current dance community is not large enough to support a chapter

To serve this need, a chapter can host additional satellite dances, varying their locations as interest, attendance, and willing volunteers warrant.

A Satellite Committee can be created made up of 3-6 volunteers who are USA Dance members affiliated with the chapter and interested in helping host dances in a nearby community. At least one of the Satellite Committee members must also serve on the Board of the Chapter. As the Satellite group grows, the Satellite Committee can expand as required. It is expected that the Committee chair or designated representative will attend chapter board meetings to provide regular status reports. Satellite dance committee members may not commit the chapter in any way without prior approval by the chapter's board, i.e. rental agreements, hiring teachers etc. Every effort should be made to assure dance events planned by the satellite generate revenues sufficient to cover costs incurred.

Satellite Committee Operation

The Satellite Dance Committee submits plans for scheduled dances in the target community to the chapter's board for review and approval.

The Satellite Committee should meet on a regular basis to map out a course of action for setting goals, developing membership, scheduling events, etc.

It is important to understand the Satellite Committee operates as part of the Chapter and National USA Dance. In order for our non-profit 501(3)(c) status and liability insurance to apply to events the satellite schedules they must comply with the following requirements.

1. All accounting--income and expense--must go through the chapter's checking account. Only a Certified Chapter is authorized to open a USA Dance checking account. The satellite committee may not open a separate bank account.
2. End of year financial reporting by the Chapter to the National organization must include receipts and expenses of the Satellite group. This end of year reporting serves as our basis for returns filed with the IRS.
3. In order to be included under our liability insurance, all events scheduled by the Satellite Committee must be approved by the Chapters board. In addition, a chapter board member or representative must attend all dances or events sponsored by the satellite in order to minimize liability risk. This may be the Satellite Committee member who serves on the board of the Chapter, or another person as designated and approved by both the Satellite and Chapter.
4. All events must be advertised as being sponsored by USA Dance and also show the Chapter name, i.e."Sponsored by USA Dance – Baltimore MD Chapter # 6999."

Responsibilities of Satellite Committee Members

The Chair serves as leader of the Committee and schedules regular meetings to facilitate communications and planning.

At the initial Committee meeting, determine who will handle the following items:

1. Communications with the Chapter - this is usually handled by either the Committee Chair or the Committee member who serves on the Board of the Chapter.
2. Record satellite minutes and maintain meeting records
3. Communications with the public, i.e. handling inquiries about chapter events
4. Distribution of promotional press releases to media and flyers about events
5. Maintain income and expense records with receipts for expenses and provide to the chapters Treasurer on a regular basis.

Branch Chapter

As interest grows in the target community a more formalized approach can be taken by being approved to serve as a Branch of the existing Chapter with the intent to generate sufficient membership to create a separate chapter within a two year window. Should that be the case, contact Central Office for more information - 800-447-9047 central-office@usadance.org