

Statement of Policy

The Glenbard North Music Boosters maintain an individual financial account for each enrolled student.

Purpose

The account is used to track student fundraising activities and payments for school-planned music trips.

Scope

This policy applies to students enrolled in any of the Glenbard North Band, Choir or Color Guard programs.

Description

The following sections define the administrative rules and procedures for management of the student accounts.

Credits / Deposits

- **Trip Deposit** - A non-refundable deposit is required (amount is determined based on the total cost of the trip) for each student. The deposit reserves a place for the student on the trip and indicates a commitment by the student / family to raise the needed funds for the trip. The trip deposit must be paid with a check or cash and cannot be paid with fundraising profits.
- **Trip Fee** - A periodic fee payment schedule (number of payments, amount of each payment and due date) is determined for each trip. Timely payments are expected from each student / family and can be paid with a check, cash or with fundraising profits.
- **Fundraising Profit** - Multiple fundraisers are planned each year to assist students / families with paying for a music trip. For each fundraiser, a profit amount per item is determined and communicated to the students. Based on student sales, profits are credited to the student account.
 - **100% Student Profit Fundraiser** - A fundraiser where 100% of the profits are credited to the student account.
 - **Shared (Music Boosters / Student) Fundraiser** - A fundraiser where a student's profits are shared between the Music Boosters and the student account. The Music Boosters sharing percentage is communicated to the students at the start of the fundraiser.

It is possible for students to fundraise the full trip amount (minus the trip deposit).

Debits / Withdrawals

- **Trip Payment** - Periodic payments to the travel agent are deducted from the student account.
- **Trip Spending Cash** - In the event that a student is able to fundraise more than the total trip cost, the student will receive a “spending cash” payment at the commencement of the trip. A maximum amount is determined for each trip.
- **Student Trip Cancellation** - In the event that a student cancels their trip participation, a refund of trip payments may be possible. The trip deposit is never refundable.
 - **Before Travel Agent Lock-in Date** - If the student cancellation is made before the travel agent lock-in date (date is determined per trip), any trip payments (cash / check) will be refunded to the student / family. Any fundraising profits remain in the student account and are not directly payable to the student.
 - **After Travel Agent Lock-in Date** - If the student cancellation is made after the travel agent lock-in date (date is determined per trip), no refund is provided. All trip payments and fundraising profits up to the total trip cost are deducted from the student account. Any fundraising profits in excess of the total trip cost remain in the student account and are not directly payable to the student.
Exceptions for extraordinary circumstances will be considered at the discretion of the Music Staff.
- **Returned Checks & Bank Fees** - In the event that a check (for a trip payment or from a fundraiser) is returned from the bank (insufficient funds, account closed, etc.), the amount of the check plus the bank fee (currently \$4.50) is deducted from the student account. The Music Boosters will attempt to contact the check issuer to recover the check amount and fee. If the check and fee are successfully re-issued, the student account will be credited.
- **Music Expense** - Students who are not planning to participate in the music trip or who have fundraised more than the total trip cost may use their fundraising account to pay for music expenses. Music expenses must have pre-approval by the Music Staff.
 - **Lesson Payment** - see “Music Lesson Withdrawal Sub Policy” below.
 - **Music Expense Payment** - see “Music Expense Withdrawal Sub Policy” below.

Rollovers / Transfers

- **Year-to-Year Rollover** - Any unused funds in a student account will be maintained from year to year until the student graduates from Glenbard North. The account will be maintained even if the student is not continuously enrolled in one of the Glenbard North music programs.
- **Sibling Rollover** - Upon graduation from Glenbard North, a student may transfer any outstanding balance to a sibling (including incoming freshmen) who is also enrolled in one of the Glenbard North music programs.
- **Student-to-Student Transfer** - Students who are not planning to participate in the music trip or who have fundraised more than the total trip cost may choose to transfer funds from their account to another student in order to assist that student with paying for a trip. A student is allowed to make one transfer per calendar year with the approval of parents and Music Staff.
- **Graduation** - Upon graduation from Glenbard North (or upon transfer out of the Glenbard North District), students will be given the option of transferring their accounts to a sibling or to another music student (see above). Students will be given a final statement near the end of the school year with a required response date for any transfers. If no response is received by the required date, accounts will be closed and any outstanding balance will be transferred to the Music Boosters general fund.

Tracking / Statements

The Music Boosters will generate periodic (approximately once per month during the school year) account statements showing year-to-date (fiscal year is 1-Aug thru 31-Jul) transactions against the account. Students and parents are encouraged to carefully review these statements and to notify the Music Staff regarding any suspected inconsistencies.

Music Lesson Withdrawal - Sub Policy

Because private lessons are so beneficial to our students and our music program, and because not all students can afford to make this sort of investment, the Glenbard North Music Staff in cooperation with the Music Boosters of Glenbard North have determined that students may use their fundraising accounts to fund lessons, according to the following rules for all parties involved:

1. Prior to the beginning of September and January, the student will meet with Music Staff to determine a lump sum that is available to be withdrawn from his/her account to be given to the private teacher.
2. The student may not exceed a predetermined amount within the semester. All parties involved will be responsible for keeping track, but the majority of the responsibility will be placed on the student, his/her family and the private teacher. Music Staff may also keep record.
3. Students may continue to fundraise throughout the year to replenish their accounts.
4. If circumstances change within the semester for the student and he/she cannot continue taking lessons, the student will lose the remainder of the predetermined lump sum. If circumstances change for the private teacher, the private teacher will be responsible for refunding the balance to the Music Boosters.
5. An invoice is required from the private teacher in order for the Music Boosters to pay the private teacher.
 - Name & address of private teacher
 - Name of student receiving lessons
 - Schedule of lessons
 - Dollar amount of lessons
6. Any time a check is written for the purpose of private lessons, it must be reported to the Music Booster member who is in charge of student fundraising accounts and the amount will be deducted from that student's account.
 - Name of student
 - Check number
 - Check amount
 - Date
7. No checks will be issued to students or parents for the purpose of private lessons. Instead, they will be issued directly to the private teacher.

Music Expense Withdrawal - Sub Policy

1. Once per semester, the student may meet with Music Staff to request reimbursement for music expenses. The Music Staff will have discretion to determine appropriate expenses. Music expenses must be cleared with the Music Staff prior to purchase.
2. A paid receipt is required from the student in order for the Music Boosters to reimburse the student.
 - Name of student
 - Date of purchase (date must be within previous 6 months)
 - List of music expense
 - Dollar amount of each purchase
3. If approved, the Music Staff will notify the Music Boosters (including a copy of the paid receipt).
4. The Music Boosters will issue a check to the student / family for the agreed amount.
5. Any time a check is written for the purpose of music expenses, it must be reported to the Music Booster member who is in charge of student fundraising accounts and the amount will be deducted from that student's account.
 - Name of student
 - Check number
 - Check amount
 - Date

Revision History

Date	Version	Changes
05-Jul-2013	draft 0.2	Initial draft. Distributed for internal review.
18-Aug-2013	draft 0.3	Incorporated internal review comments and August Boosters meeting discussion items. Distributed for final review and for vote at September Boosters meeting.
04-Sep-2013	1.0	Approved at September Boosters meeting. Update version to 1.0.