

## **Spring Grove Music Boosters Fundraising Policy**

The Spring Grove Music Boosters (*SGMB*) will assist in supporting the financial needs of the "instrumental and/or vocal ensemble" programs (*music programs*) at the Spring Grove Area School District through fundraising programs. Our purpose for supporting these programs will be to enable and encourage students to participate in music activities and further develop and expand their musical talents and experiences.

The *SGMB* will be the custodians of all funds raised and, as such, will determine the purpose for each fundraiser.

All fundraisers will be clearly labeled as to the purpose of the fundraiser, i.e. general fund, specific need, scholarship, student assistance.

Each student in any of the *music programs* will have the opportunity to raise money through *SGMB*-sponsored fundraisers. Students are encouraged to participate in ALL fundraisers, since all fundraisers directly impact and support the *music programs*.

Students who receive donations in lieu of fundraiser purchase will receive 3% of the donation amount in their student account. If the cumulative amount of donations is \$25 or more, students will additionally receive credit for one fundraiser in scholarship totals. Scholarship credit for donations may be accrued once for each fundraising period, July 1-December 31, and January 1-June 30th. This policy is effective beginning July 1, 2013.

Grocery card fundraising sales will count for scholarship credit once during each fundraising period, July 1-December 31, and January 1- June 30th. Sales from July 1-December 31 will count as one fundraiser toward scholarship credit. Sales from January 1-June 30 will count as one fundraiser toward scholarship credit.

In addition to being able to help raise funds for general, need specific, and scholarship funds, each student will be given the opportunity to raise funds to assist them with their own musical and educational needs during their SGI, MS and HS years. Select fundraisers will be designated as student assistance, and a portion of the proceeds will be made available for students to use during their SGI, MS and HS years based on individual fundraising efforts. Students are encouraged to SPEND the portion set aside for them rather than save it. There are many opportunities to which a student can use the money they have earned that will help to offset costs a student might incur as a member of any *music program*. Student assistance funds may be used for the following purposes:

- Cost of a music related trip.
- Reimbursement of meals on a music related trip; receipts will be required.
- Uniform or accessories which are required for a particular music group. (for example, Expressions suits & dresses, band t-shirts, gloves, shoes, guard uniforms, etc)
- Varsity jackets and class rings
- Instrument rental or purchase
- Repair/maintenance of a personal musical instrument. (to include case, portable music stand, mutes, straps, resin, reeds, strings, periodic cleaning, tuning, etc)
- Private music/voice lessons
- Music/voice competitions (to include fees for an accompanist, registration, travel, etc)
- Music required for district events
- Music related camps
- Yearbook

- SAT, AP, ACT tests
- College Applications
- Graduation announcements
- Cap and Gown

At the end of their senior year, a student may transfer the funds remaining in their account to a sibling in *music programs* at the SGI, MS and HS, or elect to donate these funds to the *SGMB* general or scholarship fund. All funds remaining in a student's account after graduation will be transferred to the *SGMB* general fund.

### **Student Withdrawal Procedure**

Students may withdraw money by completing the Financial Transaction form, including the reason for the withdrawal, signed by the parent, and submitted to the instrumental or choral director, or the Music Booster Treasurer along with the receipt or a copy of the invoice to be paid directly to the vendor. Any Financial Transaction forms submitted to the directors will be forwarded to the Music Boosters for processing. A check will be made payable to the person designated on the Financial Transaction form and mailed to the address provided. Financial Transaction forms are available on the Printable Forms page of the *SGMB* website. Additional forms are available from the music directors or music boosters.

1. All expenses must have occurred during the fiscal year (July 1st - June 30th) in which a withdrawal is being requested. Expenses occurring during the Summer months will be considered part of the following fiscal year.
2. All requests must be received in a timely manner.
3. Please allow up to 45 days for processing.

If funds are needed in advance of a purchase, please allow at least one week for your request to be processed.

Reimbursements for items not on the list must be submitted to the *SGMB* Executive Board for approval.

Funds in the student assistance accounts will be updated monthly. A list will be available for review at each month's booster meeting. In addition, an up-to-date accounting can be obtained by emailing the *SGMB* Student Accounts Coordinator; contact information can be found at [www.sgmusicboosters.org](http://www.sgmusicboosters.org), or [www.sgasd.org](http://www.sgasd.org).

### **SGMB Scholarship**

Students will earn 5 points per credited fundraiser during their 9th-12th grade years. The fundraising deadline for Seniors to receive credits will be the end of the first (1st) fundraising period (Dec. 31st) of their senior year.

### **Fundraiser Payments**

1. ALL ORDERS MUST BE PAID IN FULL AT TIME OF PICK UP.
2. Checks and Money Orders, payable to *SGMB*, are preferred. Do not send cash without prior approval from the *SGMB* Ways and Means coordinator(s). Contact information can be found at [www.sgmusicboosters.org](http://www.sgmusicboosters.org) or [www.sgasd.org](http://www.sgasd.org).
3. Student's name and grade must be identified on the check or order form
4. One check only, please

Note: If you have more than one student in *music programs* in the 5th through 12th grades, the funds will be distributed to the student's account indicated on your fundraiser form or check.

If proper payment or student identification is not provided with any fundraiser order, *SGMB* reserves the right to exclude the order, return the product and/or withhold Student Account credit.

### **Delinquent Payments**

1. If after (10) days, the student hasn't returned the money due, a letter or phone call will be made to the parents of the student.
2. The student will not be permitted to participate in future fund-raisers until prior payment of money owed has been made.
3. The parents will be notified that the money owed will be withdrawn from the student's account.
4. The student will forfeit any distribution from the delinquent fund-raiser to their student fund.
5. The music directors and fundraising chairpersons will be given a list of students unable to participate in future fund-raisers.

### **Non Sufficient Funds**

Students and families of students who submit checks that are returned NSF will be subject to Spring Grove Music Boosters NSF Check Policy found at [www.sgmusicboosters.org](http://www.sgmusicboosters.org) or [www.sgasd.org](http://www.sgasd.org).

### **Policy History:**

Voted and Approved Oct. 1, 2007

Amended Nov 11, 2013, Dec 10, 2018, Feb 10, 2020, May 11, 2020, Nov 9, 2020, Aug 1, 2022