

# FHS Tiger Band Boosters Student Account Policy

Updated April 2016

## GENERAL INFORMATION

<i>What is a FHS band student account?</i>	A student account is set up for each family in the Fishers High School band program who participates in Marching Band, Winter Percussion, Winter Guard, Jazz Band, or Pep Band. It is used as a means of billing charges and receiving payments that relate to the band program. A student account can also be used for each student participating in a band sponsored trip.
<i>Why do we maintain student accounts?</i>	Student accounts are kept so students will have a mechanism for being billed and making scheduled payments for band fees. It also allows students an opportunity to have fundraising money be applied to offset the cost of participating in band programs.
<i>Why must the Band Boosters maintain the accounts?</i>	Fundraisers that provide opportunities for the students to earn money are made available through the FHS Band Boosters. Since the Boosters is a tax-exempt organization, its earnings must be spent on band-related activities. In order to preserve our tax-exempt status, we must ensure that the funds earned by students are spent on band activities only.

## ACCOUNT INFORMATION

<i>How is an account created?</i>	When a student participates in any band activities to which a fee is assessed, and is billed a charge for the first time as a new student, an account is automatically set up by the Student Accounts representative (SAR).
<i>What can the Student Account be used for?</i>	A student's account may be used to offset the cost of fees assessed by the FHS Band Program. This includes, but is not limited to: <ul style="list-style-type: none"><li>• Marching Band participation Fees</li><li>• Winter Percussion participation fees</li><li>• Winter Guard participation fees</li><li>• Jazz band and pep band fees</li><li>• Uniform requirements (shoes, gloves, rifles, sabers, warm-ups, etc)</li><li>• Travel costs</li></ul>

<i>When will charges for band programs be billed to student accounts?</i>	In general, any charges related to a band activity will be billed sometime during that band season.
<i>Is anyone eligible for a waiver of fees?</i>	We do not waive fees, but there is a limited amount of money given in the form of scholarships. Please refer to our website for scholarship information and application.
<i>When are funds credited to student accounts?</i>	In general, funds are credited to student accounts at least once a month. For each fundraiser, the individual student's account will be credited when payments for that fundraiser have been received by the Treasurer, deposited, and forwarded to the SAR.
<i>How often and how are statements sent out?</i>	The SAR will try to send a statement out at least once every month via email.
<i>How are payments towards student accounts distributed if there are multiple charges?</i>	Payments will be applied to charges in the order they were assessed. For example, if a \$500 payment is made towards marching band fees, but \$100 is still owed for Winter Percussion fees, \$100 will be applied to the winter percussion balance first, then \$400 will be applied to marching band.
<i>Where can students find out the balance in their Student Account?</i>	It is the responsibility of the student or parent to periodically check the balance in their account and make payments in a timely fashion. If you need information in between statements, you may email the SAR at <a href="mailto:studentaccounts@fishersband.org">studentaccounts@fishersband.org</a> .
<i>What is the fee for bounced checks?</i>	Any fee associated with a returned check will be charged to your student account. There is also a possibility that <b>your</b> bank will also assess a returned check fee .
<i>What happens if a student account is delinquent when the next band season begins?</i>	Students may not be allowed to participate in a band season if they owe money from the previous band season. The director will receive a list from student accounts of all delinquent accounts and are expected to strictly enforce this policy.

## **FUNDRAISER INFORMATION**

PLEASE NOTE: The FHS Band Booster organization is classified as a tax-exempt 501(c)3 non-profit organization. As such, all funds raised through fundraising activities are exempt from income tax, sales tax, and payroll taxes. The regulations and legislation governing the use of tax-exempt funds specify that charitable donations are made "to or for the use of a qualified organization" and not for the use of any individual. Therefore, the FHS Band Boosters owns all funds resulting from fundraising activities. The individuals who raised the funds do not own or control the funds. Ownership privileges would include the right to make decisions about the use of funds.

<i>What if a student cannot collect funds from a customer during a fundraiser?</i>	It is the student's responsibility to collect funds from the customer to whom they sell goods. The cost of any goods sold to a non-paid customer is the student's responsibility. The student will not receive credit for any funds not received.
<i>What happens if a student's customer turns in a bad check?</i>	Students will not be held responsible for bad check service charges that result from their customer's bad check. However, they will be asked to aid in contacting that customer if the Treasurer cannot locate the customer. The customer will be expected to pay any fee associated with a returned check. The customer should also expect to pay a returned check fee assessed by their bank on their end.
<i>What happens when fees are due before a student has a chance to earn money for his/her account through fundraisers?</i>	All fees must be paid for by the scheduled due date specified by the band directors. The student account is not a mechanism for providing students with credit. If a student has not earned enough money through fundraisers to cover the amount, the fee must be paid for by cash, check, or credit card payment via PayPal through our website. Please understand that we have many bills that need to be paid for during the season, and we rely on prompt payment of fees to cover these costs. Any fundraising money earned after your fees are paid will continue to be credited to your account and may be used for future fees.

## **TRANSFER AND REFUND OF FUNDS**

<i>What refunds are authorized from Student Accounts?</i>	In order to maintain the tax-exempt status of the Band Boosters, no refunds of fundraiser profits are authorized for any reason. The fundraising balances of students who move or leave the band will revert to the Band Boosters General Account. Only the excess funds from payments received in cash or by check or charge can be refunded.
<i>Can a student transfer funds from their student account to another in the band or guard?</i>	Funds can only be transferred among siblings participating in the Band program. No transfer of funds is authorized between non-family members.
<i>Is a student eligible for a refund of fees if he/she withdraws after the season starts?</i>	Each student and parent will be required to sign a commitment form prior to the start of the season. Once that commitment form is received, the student will be required to pay the full fee for the season.
<i>Is a student eligible for a refund if he/she is suspended from an extracurricular band activity for a violation of a school policy, a violation of the FHS band policy, or poor attendance?</i>	Each student and parent will be required to sign a commitment form prior to the start of the season. Once that commitment form is received, the student will be required to pay the full fee for the season, regardless of reason for withdrawal. The only exception is withdrawal due to injury (see below.)
<i>Are injured students who have to sit</i>	<i>If your child sustains an injury during the season that requires</i>

<p><i>out the rest of the season eligible for a refund?</i></p>	<p>he/she to sit out the rest of the season, he/she is eligible for a partial refund. To request this reimbursement, the student must provide the FHS Band Directors with a physician's statement that proves the student's injury or illness prevents his or her continued participation within 30 days of the student's injury or illness. This reimbursement is limited to any unused funds which were paid directly by the student or his or her parents. After a request of refund is received in writing by the SAR, the director and the board will decide on an amount to be refunded. The amount refunded will be dependent on the percentage of the season that is left, and the amount of money already invested in the student for instruction, food, uniform, etc.</p>
<p><i>How can refunds be requested?</i></p>	<p>Requests for refunds must be made in writing to the SAR by within 30 days of the last day of school (for graduating seniors.) and within 30 days of an injury. Please include who the check should be made to and the address to which the check should be mailed. Please allow 14 business days for processing and payment.</p>

## **CLOSING AN ACCOUNT**