

West Springfield High School Band Boosters Student Account Policy

Overview	
About this Document	This document describes the policies that apply to Student Accounts held by the West Springfield High School Band Boosters on behalf of Band and Guard students.
Fundamentals	
What is the Student Accounts program?	The Student Accounts program is a portion of the WSHS Band Boosters general band account held for the benefit of the Band and Guard students who have participated in band fundraisers.
Why do we maintain Student Accounts?	Student Accounts are kept so students will have a mechanism for offsetting band-related fees and trip costs.
Why must the Band Boosters maintain the accounts?	The fundraisers that provide opportunities for the students to earn money are held under the auspices of the WSHS Band Boosters and with the approval of the WSHS Student Activities Director. 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 only on band activities.
Creating an Account	
How does money get into a Student Account?	Money is placed into a Student Account only as a result of that student's participation in a Band Boosters sanctioned fundraiser. Fundraisers held for the benefit of Student Accounts are clearly identified in advance. Direct deposits to Student Accounts are not authorized.
When are funds credited to the Student Account?	For each fundraiser, the individual student's account will be credited when all payments for that fundraiser have been turned in by the student to the fundraiser coordinator, audited, and provided to the Treasurer for deposit. Credits from the Scrip fundraiser will be credited once a month, following the end of each month.
What if a student cannot collect from a customer?	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 will be deducted from the student's account to the extent that Band Boosters is unable to dispose of the good at cost. No profit will accrue from the sale to that customer.
What happens if a student's customer turns in a bad check?	Students will not be held accountable for bad check service charges that result from their customer's bad checks.
Is there a limit on the balance in a student's account?	Student Account balances are not limited; however, the Executive Board establishes a limit each year on Spring Trip spending money that can be withdrawn. Students, especially Seniors, should monitor the balance in their account and plan accordingly.
Where can students find out the balance in their Student Account?	It is the responsibility of the student or their parent to periodically check the balance in their account. Contact the recording secretary at records@wshsbands.org for updated account information.
Using the Account	
For what band activities may Student Accounts be used?	A student's account may be used to offset the cost of any activity sponsored by the WSHS band program. This includes, but is not limited to: <input checked="" type="checkbox"/> Marching Band fee and shoes <input checked="" type="checkbox"/> Band Activity fee <input checked="" type="checkbox"/> Tuxedo rental and accessories (e.g. cummerbund, shirt, bow tie) <input checked="" type="checkbox"/> Concert Dress/Pearls <input checked="" type="checkbox"/> Indoor Percussion/Winter Guard fees <input checked="" type="checkbox"/> District Band fees

	<input checked="" type="checkbox"/> Solo & Ensemble Festival <input checked="" type="checkbox"/> Instrument rental <input checked="" type="checkbox"/> Spring Trip costs
Is there a limit to the amount of Spring Trip spending money a student may receive from their account?	Each school year, prior to February 1, the Executive Board, in conjunction with the Spring Trip Committee Chair, will establish a maximum amount that students are permitted to withdraw as spending money for the Spring Trip. This amount will not exceed \$150. Trip spending money may only be drawn from Student Accounts as authorized by the Executive Board.
How does a student designate money to be used from his or her account?	To authorize expenditure from his or her account, the student must complete and sign a Student Fundraising Account Expenditure Authorization Form. This form can be found in the file holders outside the Director's office and on the WSHS Band website (www.wshsband.org). This voucher: <input checked="" type="checkbox"/> Identifies the student <input checked="" type="checkbox"/> Identifies the fee to be paid <input checked="" type="checkbox"/> Identifies how much of the account is to be used <input checked="" type="checkbox"/> Certifies that the current balance in the account is sufficient to cover the amount to be used <input checked="" type="checkbox"/> Is signed by the student or parent
What does the student do with the completed form?	After completing the form, the student should place it in the black/orange collection box in the Band room.
What happens if the Student Fundraising Account Expenditure Authorization Form is not completed correctly?	If the form is not completed correctly or is illegible, funds will not be deducted.
What happens if a student's account does not have sufficient funds to cover the requested deduction?	If a student requests a deduction in an amount larger than his or her balance, then the full amount of the student's balance will be deducted and the student will be billed for any remaining amount due. At no time will disbursement from a student account exceed the balance.
What happens when fees are due before a student has a chance to earn money for his or her Student Account?	Fees for all students are due on the date specified by the Director of Bands. The Student Account is not a mechanism for providing students with credit. This policy means that Freshmen and new students will not normally have the opportunity to pay their first fees by deduction from their accounts. Fees that are not paid on time subject students to actions according to Fairfax County Public School guidelines.
What happens to a student's account if his or her fees are not paid on time?	The Band Boosters is a volunteer organization that operates completely on a cash basis. It is imperative that fees be paid in full as soon as they are due. If a student's fees are past due and funds are available in the student's account, payment will be automatically deducted from their account. Any remaining unpaid fees will be referred annually to the WSHS Finance Office for collection according to FCPS guidelines.
Is anyone eligible for a waiver of fees?	Students who are determined by the school administration to qualify for a waiver of fees are not required to pay fees. It is the student's responsibility to notify the Director of Bands of their qualifying status. Notification will need to be made to the Director of Bands annually. Classroom fees that may be waived: <input checked="" type="checkbox"/> Band activity fee, due annually from all students <input checked="" type="checkbox"/> Concert tuxedo rental, due annually from male students <input checked="" type="checkbox"/> Initial tuxedo accessory package, a one-time purchase for male students <input checked="" type="checkbox"/> Initial concert dress and pearls, a one-time purchase for female students <input checked="" type="checkbox"/> Co-curricular fees as determined by the Director of Bands

	<p>Costs that will not be waived:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/>Attire items such as replacement tuxedo attire, replacement concert dress or pearls, marching shoes <input checked="" type="checkbox"/>Marching Band/Guard fees <input checked="" type="checkbox"/>Instrument rental <input checked="" type="checkbox"/>Drum line/Winter Guard fees <input checked="" type="checkbox"/>Audition or participation fees for programs outside the WSHS band classroom <input checked="" type="checkbox"/>Spring trip costs and spending money
Can a student transfer funds from their account to another student in the Band or Guard?	Funds can only be transferred among siblings participating in the Band or Guard programs. No transfer of funds is authorized between non-family members.
Can a student transfer funds from his or her account to another WSHS music program to pay for music- related trips (e.g. spring trip)?	Funds shall only be transferred to another WSHS music booster organization (i.e. Guitar Boosters, Choral Patrons) if the student will also be performing with Band or Guard during the same trip at the same venue. Funds transferred shall not exceed the cost of the band trip.
Closing an Account	
What refunds from Student Accounts are authorized?	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 with the exceptions discussed below.
What happens to a student’s account if he or she withdraws from band?	If a student withdraws from band or does not enroll in band the following year, any balance will be held in his or her account until their class year graduates. This account can be “activated” again if the student re-enrolls in band at a later date.
What happens to funds remaining in a student’s account upon graduation?	Upon graduation, any balance remaining in the account will be transferred to the Band Boosters General Account. The only exception is that funds may be transferred to an account for the student’s sibling if the sibling is currently in the WSHS band program or is entering as a Freshman.
What happens to a student’s account if the student moves?	In the event the student moves to another school, funds may be transferred to a similar account managed by a comparable organization upon written request from the band program at the student’s new school.
Responsibilities	
Position	Responsibilities
Director of Bands	<ul style="list-style-type: none"> <input checked="" type="checkbox"/>Provide adequate and consistent dissemination of these policies <input checked="" type="checkbox"/>Provide a school year plan that permits students to plan their fundraising
Students	<ul style="list-style-type: none"> <input checked="" type="checkbox"/>Participate in fundraisers <input checked="" type="checkbox"/>Make timely collections and submissions of funds collected <input checked="" type="checkbox"/>Submit a complete and legible Student Fundraising Account Expenditure Authorization Form when payments from the account are desired
Fundraiser Event Coordinator	<ul style="list-style-type: none"> <input checked="" type="checkbox"/>Provide accurate information regarding costs and profits <input checked="" type="checkbox"/>Provide complete directions for the handling of goods sold and money collected <input checked="" type="checkbox"/>Provide an audit of funds turned in to ensure accuracy <input checked="" type="checkbox"/>Provide Recording Secretary with student earnings for the fundraiser
Recording Secretary	<input checked="" type="checkbox"/> Keep accurate and current totals of individual student accounts
Treasurer	<input checked="" type="checkbox"/> Make timely deposit of funds received from the Fundraiser Event Coordinator