

CeHS Band Aides
Individual Fundraising Program

Program Structure:

- 1) All money earned can be used to cover band related expenses only. Fees, shoes, gloves, trips, camps, band t-shirts etc.
- 2) Money earned will be held by Band Aides due to restrictions in the School Band Council Account.
- 3) A separate checking account will be used to house any money raised under this program.
- 4) Detailed records will be kept within Band Aides on all funds in and out of an individual account and available at all times for review.
- 5) An accounting of money earned at an event will be sent to each parent shortly after each fundraiser.
- 6) The cost for Individual fundraisers shall be paid for by the Band Aides. All proposed fundraisers thus far have fairly minimal costs. This will be reviewed with each new fundraiser proposed and implemented.
- 7) As parent volunteers will be required at each event site, their hours will be included in the final accounting and their student's account will be credited for those hours as well as the student's hours. Typically, we will need two parents at each site.
- 8) No individual fundraising event shall be expense specific. Example: At any one event, some students will be working to pay instrument rental while others are working toward a trip etc.
- 9) All individual fundraisers will be announced in the weekly email prior to the signup sheet being posted on the band door the following Monday. There will be a deadline for signing up for each event. If there is an abundance of students signing up but a limited number of slots, students who have not had an opportunity to earn money at previous fundraisers will be given first priority. This is to ensure that everyone has an equal opportunity to work an event that has a limited number of slots open.
- 10) A parent must submit a request in writing (email works) with the details of what expenses are to be paid. Example: Timmy Twotone has \$250.00 in his account. "Please pay the following expenses on behalf of Timmy Twotone,; \$75 Participation Fee, \$50 Instrument Rental, \$40 Game Meals, and \$35 Shoes. The request must be signed and dated with contact information for any questions. This will leave \$50 in Timmy's account for future use.
- 11) Only upon written notice from a parent, may funds be transferred from one student to another.

Program rules:

- 1) A parent will need to sign a form acknowledging the program rules prior to a student participating.
- 2) Students participating in an Individual Fundraising event will be expected to work the entire time of their shift and follow the same rules of conduct that is expected at a school function. If a student is either not participating or is exhibiting unacceptable behavior they will be given one warning. If they continue, they will be signed out and a parent will be called to pick them up.
- 3) A student or parent may initially only sign up for one slot at any one fundraising event. If, after the deadline to sign up there are available slots open may someone sign up from an additional slot. If there are more students/parents wishing to take an additional slot than slots available, a lottery drawing will be held to fill those slots.
- 4) Students and parents will need to sign in and out at each event in order to receive credit for time worked.
- 5) Any money left in a student's account upon graduation will be deposited in the bands general council account at the school.
- 6) Any funds left in a student's account that has not graduated but has not been enrolled in a band class for two consecutive semesters will be deposited in the bands general council account. Special circumstances can be reviewed if the member intends to re-enter the band program, i.e. school schedule prohibited band one year but not the next. The treasure will send notice on any account that falls under this rule before depositing the money into the schools account.
- 7) In the case where another family member is or will be attending the following year, funds left over from a graduating student will be transferred to the younger or incoming student.

I certify that I have read and agree to the proceeding information on the CeHS Band Aides Individual Fundraising Program.

Parent Signature _____ Date _____

Student Name _____