

Trip Fund Policy
Approved on October 29, 2012

É Purpose: The primary purpose of the Trip Fund is to accumulate fund-raising monies into individual accounts, which are used to offset trip and specifically identified band expenses. Students, Parents and/or Guardians are responsible for any negative balance or difference between actual trip costs and the balance of the individual student trip accounts. All payments made to trip account will be initially applied to the oldest or earliest charges incurred.

Any interest earned by the Trip Fund shall be used by the Club to defray the administrative expenses of the Club.

The Trip Fund Manager, who will have the responsibility of these accounts, shall be an elected Officer of the Club.

The Trip fund account shall identify funds designated for the student.

É Fund Raising: The Board of Directors and Instrumental Music Director shall have the joint responsibility to decide the nature and monetary benefit of each fund-raising project. The students will be advised prior to a specific fund-raiser how much Trip Credit may be earned by a specific project. Upon collection of money as a result of the fund-raising activity, each student will be credited with the appropriate amount of Trip Credit in his/her own Trip Account. No credit will be given until the money from the designated fund-raising activity has been collected. Any merchandise checked out to the student in advance of payment, shall be charged against the student's Trip Fund at wholesale cost. For checked out items, if they are returned (if allowed by particular fundraiser), account will be credited for wholesale cost. If full retail value of checked out item is paid, that amount will be credited to the student's account. All collected amounts, including insufficient checks accepted by the student, are the responsibility of the student.

É Statements of Account: The Trip Fund Manger will be responsible for posting of the Trip Fund balances on a regular basis on the Jenks Band website. Detailed statements will be provided to the Parent/Guardian upon request.

É Disbursement of Funds:

1. Parents/Guardians of high school students will be notified in advance of planned trips and expected cost estimates. During these trips, the band(s) typically may compete on a state, multi-state or national level. All students are encouraged to participate on these trips. Prior to each pending trip, as outlined on opt-in/out form, a deadline will be published where Parents/Guardians must elect for their student to either "opt-in" or "opt-out" of the pending band trip. Once the student has "opted-in," the guidelines of paragraphs 2, 3 and 4 under this Section will apply. Students who have "opted-in" must pay the entire amount of the trip cost and all past due (negative) balances by the designated deadline before the trip, or they will not be allowed to travel. If a student

owes amounts from a previous trip, they will not be allowed to opt in for future trips until previous trip balance is paid in full.

New students enrolled in band after the opt-in deadline will have 7 calendar days after their first day of band (or until the final payment deadline if less than 7 calendar days after their first day of band) to opt-in or out for trips. New students will be expected to pay in full by the payment deadline set for all students after opting in.

2. It is necessary to make advance deposits for transportation, lodging and meals, etc. for scheduled trips for high school students. Therefore, funds shall be due and payable from the student trip account in accordance with the schedule determined by the Executive Board for any planned trip. Deductions will be made from the individual trip funds of students who opt-in, according to the schedule. Payment of necessary deposits, prepayments and guaranteed group rates for the planned number of participants shall be made on a pro-rata basis from the planned participants.

3. As a set number of high school participants are required to plan any scheduled trip, cancellation or failure of the student to participate due to lack of timely payment, dropped enrollment, academic ineligibility or disciplinary restrictions as determined by the Jenks Public School Administration are not valid reasons for non-payment or refund of payment for trip expenses.

4. All funds disbursed from the trip fund for high school students shall be considered non-refundable unless the Director of Instrumental Music cancels the trip and a refund is available from the provider of the contracted service. If a scheduled trip is officially cancelled by the Instrumental Music Director all uncommitted, recoverable funds will be credited on a prorated bases within 30 calendar days from recovering funds.

5. Middle School Students will make payments for their trips to Jenks Public Schools Middle School Band (not to the Jenks Band Parents: Trip Account). The Middle School Band director will maintain records of trip payments made to the Jenks Middle School Band. The Jenks Band Parents maintain the trip accounts, and if the Middle School students have positive balances in their trip account, their parent/guardian or Band Director may direct Trip Fund Manager to transfer those available funds from Jenks Band Parents Trip Account to the Jenks Public Schools Middle School for that student's trip costs or T shirt expenses. This will result in money being transferred from the Jenks Band Parents Club to the separate entity: Jenks Public Schools Middle School Band. The Jenks Middle School Band Directors will oversee the payment collection of all middle school trips.

6. In the event a student accumulates Trip Fund Credits in excess of the actual trip cost, the parent/guardian shall have the opportunity to exercise any combination of the following options:

É The student-Parent-Guardian may request a cash payment for spending money for a major trip of up to one hundred dollars (\$100) but not to exceed the amount of the remaining balance of the Trip Fund. The request must be in writing and received by the Trip Manager at least two (2) weeks prior to departure. The payment for the

personal spending money will be made to the student/Parent-Guardian no later than three (3) school days prior to the departure of the trip.

É Any excess monies remaining in the trip account may be left for the benefit of a future trip by that student

É Any excess monies may be used to purchase:

É band apparel, equipment and fees listed on the pre-band order form(s).

Examples could be: marching shoes, gloves, garment bags, instrument maintenance fees, lock-in fees, etc.

É or reimburse the costs of concert apparel,

É Color Guard or Winter Guard apparel, uniforms or equipment.

É Instrumental Music Department Banquet tickets, honor band hotel fees, or non tax deductible donations for scholarship or other general fund purposes.

7. Seniors: There will be no cash disbursements to a student other than outlined in Paragraph 6, above. In the event there are excess funds in a senior student's trip account, the funds may be:

É Transferred to the trip account of a sibling who remains in the Jenks Instrumental Music Program (grades 6-12). Parent/Guardian must notify Trip Fund Manager no later than 30 days after graduation to elect this option and notify trip account manager of sibling to receive credit. Otherwise, amount will be donated to general fund balance as described below.

Or

É Donated to the General Fund balance for administrative or scholarship expenses (funds may not be given, applied, transferred or sold to another student who is not a sibling).

8. The trip account balance of a student who drops enrollment (for whatever reason) in the Jenks Instrumental Program shall be:

a) Transferred to the trip account of a sibling who remains in the Jenks Instrumental Music Program (grades 6-12). Parent/Guardian must notify Trip Fund Manager no later than 30 days after drop to elect this option and notify trip account manager of sibling to receive credit. Otherwise, amount will be donated to general fund balance as described below.

Or

b) Donated to the General Fund for administrative or scholarship expenses. There will be no trip fund reimbursements to any student dropping enrollment in the Jenks Instrumental Music Department program.

9. All refund options, including but not limited to those listed in this trip fund policy, are at the discretion of the Executive Board who has the final authority and responsibility.

10. The Executive Board shall approve the estimated costs of each high school trip and allocate such costs to each student. The estimates will be as close as possible; however, actual amounts may differ from the estimated costs. Should the actual costs be less than 95% of the estimated costs, the Club shall reimburse student accounts for any unused withdrawals in the excess of 5% of the estimated costs. The Club will generally absorb

minor costs in excess of estimated costs; however, the Club does reserve the right to charge student trip accounts for cost over runs.

É Financial Assistance: The Club will conduct fund-raising to facilitate student financial assistance. Students with financial hardships may request a scholarship. In the event there are not enough funds available to help all those who request scholarships, the Executive Board and the Director of Instrumental Music will have the responsibility to make a joint determination on the disbursement of any and all assistance funds. The criteria for the assistance shall be based on the following:

1. Actual monetary need for assistance, based on information provided to the Executive Board and/or the Band Directors, and
2. Students requesting financial assistance must demonstrate their motivation and participation in fund-raising activities made available and offered to the entire enrollment.
3. Requests for financial assistance shall be made to the Director of Instrumental Music in writing at least 30 days prior to each trip payment deadline date using the Trojan Pride Request for Scholarship form. The form will be available from the Director of Instrumental Music.

É Financial Obligations: According to the Jenks Student Handbook, students who do not meet their financial obligations will have their name placed on hold as outlined in the Student or Band Handbook.

É Policy Distribution: A copy of the Trip Fund Policy is available on the Jenks Band website.

É Amendments and Revisions: The Trip Fund Policy may be amended or revised by a majority vote of the Executive Board at any time if it is considered necessary, providing copies are made available to all parties which may be involved with, or affected by the policy on the Band Parents website.

Revised 10/29/12