

Trip Fund Policy
Approved on June 26, 2012
Revised April 18, 2023

- Purpose: The primary purpose of the Trip Fund is to accumulate fund raising monies into individual accounts, which are used to offset trip 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.

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.

- 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.

- 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.

- Disbursement of Funds:

1. Parents/Guardians will be notified in advance of planned trips and expected cost estimates. During these trips, the band(s) typically compete on a multi-state or national level. All students are encouraged to participate on these trips. Prior to each pending trip, 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 IV will apply. Students who have "opted-in" must pay the entire amount of the trip cost 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. 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 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 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. 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:

- Any excess monies remaining in the trip account may be left for the benefit of a future trip by that student
- Any excess monies may be used to purchase:
 - 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.

- or reimburse the costs of concert apparel,
- Color Guard or Winter Guard apparel, uniforms or equipment. • Instrumental Music Department Banquet tickets.

6. Seniors: In the event there are excess funds in a senior student's trip account, the funds may be:

- Transferred to the trip account of a sibling who remains in the Jenks Instrumental Music Program (grades 6-12). Or
- Donated to the Trip Fund balance for administrative or scholarship expenses (funds may not be given, applied, transferred or sold to another student who is not a

sibling).

7. 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). Or
- b) Donated to the Trip 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.

8. 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.

9. The Executive Board shall approve the estimated costs of each 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.

• **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 Director of Instrumental Music, Current Band Board President, Band Board President Elect, Trip Fund Officer, and Treasurer 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 Band Directors, and Band Board President.

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.

• **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.

• **Policy Distribution:** A copy of the Trip Fund Policy is available on the Jenks

Band website.

- 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 4/18/2023