

# Westfield High School Instrumental Music Program

## Westfield Band Boosters

### 2018-2019 Financial Policy

The Westfield Band Boosters exists to support the band directors of Westfield High School in achieving excellence for all facets of the band program. This program includes but is not limited to the Shamrock Pride (marching band), the Concert Bands, Winter Percussion Ensemble, Winter Guard, Pep Band and Jazz Band. Funds from Westfield Washington School District are limited and are not adequate to support the full range of services offered by the Westfield High School Instrumental Music Program. The school district has delegated the authority to collect program fees to the Westfield Band Boosters.

The Westfield Band Boosters fiscal year begins June 1. Every year, the Westfield Band Boosters executive board develops a budget for the next fiscal year. This budgeting process is provided for in the Westfield Band Boosters bylaws. The budget includes an estimate of expenditures by category, as well as a plan for raising the funds required to support the budget. Generally, funds to support the budget will come from two sources: student band fees and fundraising income. Gifts and funds from other sources, including corporate sponsors, are also encouraged.

#### Each student is responsible for the program fee based upon the schedule below: 2018-2019 Program Fees<sup>1</sup>

Ensemble	1 <sup>st</sup> Student in Family	2 <sup>nd</sup> & Subsequent Students in Family <sup>2</sup>
Competitive Marching Band (summer/trimester 1 marching band, trimester 2 & 3 concert band)	\$525	\$475
Competitive Marching Guard (summer, fall)	\$525	\$475
Non-Competitive Marching Band (trimester 1 marching band/football games, trimester 2 & 3 concert band)	\$250	\$200
Concert Band (summer/trimester 1, 2, & 3 concert band)	\$150 <sup>3</sup>	\$100
Winter Guard (Membership Dependent)	TBD (Last season = \$425)	No Family Discount
Winter Percussion (Membership Dependent)	TBD (Last season = \$375)	No Family Discount
Jazz Band	TBD (Last season = \$50)	No Family Discount

**Important!! Student accounts must be up to date in order for students to begin participating in ANY extracurricular activity. This includes but is not limited to: Competitive Marching Band, Winter Guard, Winter Percussion, Jazz Band, and Band Trips.**

<sup>1</sup> **ALL FEES ARE SUBJECT TO CHANGE BASED UPON SCHOOL FUNDING AND PROGRAM ENROLLMENT.**

<sup>2</sup> Family Discount – Families with 2 or more students enrolled for all 3 trimesters in the program will receive a \$50 fee discount for the 2<sup>nd</sup> & subsequent students. The 1<sup>st</sup> student fee will be the greater fee of any applicable fee. For example, if you have both a Marching and a Concert student who are both enrolled for all 3 trimesters, the fees will be \$525 for the marcher and \$100 for the concert student. There is no family discount for Winter Ensembles.

<sup>3</sup> Fees for Concert Band are \$50 per trimester enrolled. If a student is only enrolled in 1 or 2 trimesters of Concert Band the fees would be \$50 or \$100 respectively.

#### Other Costs

It may be necessary for participants in the band program to bear individual expenses for enrichment activities in addition to those necessary to fund the Westfield Band Booster's budget. These costs include, but are not limited to, audition fees, clinic band fees, shoes and/or concert attire, and trips (see band trip cost).

#### Band Trip Cost

Trips are an extracurricular activity, and participation is voluntary. The costs of band trips are in addition to all other costs and are the responsibility of the participant. To be eligible for participation in this extracurricular activity, the participant's account must be current with regard to other program fees. To determine the cost of an anticipated trip, a committee of the Executive Board estimates the total cost of the trip, including chaperones and staff. This total amount is divided by the number of students taking the trip to arrive at a per-student cost. The anticipated trip expenses will be provided to students and parents in advance of the trip. All students must pay for the trip by the due date.

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**Fundraising - General**

Additional funds beyond student fees are required to complete the funding of the budget. These include ongoing fundraisers such as Varsity Football and Basketball Concessions, Band Blast Carwash, Holiday Craft Show, and Shamrock Showcase Winter Guard Competition. **All parents and students are expected to participate by doing the following in order to minimize the burden on each participant.**

- **Two** football game concessions shifts
- One basketball game concessions shift
- Participation in Band Blast Carwash ticket sales
- One Holiday Craft Show shift
- Marching band, winter guard, and winter percussion are additionally expected to work additional volunteer shifts when called for to support those activities.

Families that have a conflict that prevents them from completing one of the above activities should contact the Director or the Band Boosters to discuss an alternate volunteer activity. Amounts raised through these fundraisers will be used to fund the general budget to the benefit of all program participants and will not accrue to the benefit of the individual student's account. These fundraising activities are designed to help all members alleviate some of the costs involved in participation.

**Fundraising - Student Accounts**

Additional fundraising activities may be undertaken to help students and parents defray some or all of their costs. These activities may include, but are not limited to, participation in the Scrip gift card program and Citrus Sale. Although all monies raised on behalf of the organization are the property of the Westfield Band Boosters, a percentage (typically 50% - 90%) of the profit earned from such fundraisers will be retained in an individual account earmarked for the benefit of the student and will be available for his or her use in connection with Westfield Band Booster approved activities. This money may be used to pay for student fees, trips, enrichment activities, etc. These funds cannot be used to contribute to other fundraisers, such as purchasing Scrip cards. Parents may contact the Vice President of the Band Boosters for a full list of available personal fundraisers.

**Student Accounts**

An account will be retained for the student throughout the time he/she is enrolled in the band program. **Positive and negative account balances will roll over until the student leaves the program.** Upon leaving the program, if any money remains in the account, a parent can pass the money into a Westfield Band Booster student account for a sibling or request that the remaining balance be directed to fund an approved Westfield Band Booster budget line item. If the parent does not choose one of these options, the money will be transferred to the general fund of the Westfield Band Boosters. The Band Boosters cannot refund student account funds to a student or parent. This policy is required because of the Westfield Band Boosters' 501(c)(3) non-profit status, per IRS regulations.

**Payments**

It is the Organization's intent that no student be denied participation in the program because of an inability to meet the financial policy. **A family who is unable to make fee payments on time must contact the Treasurer, President, or Band Director in confidence to discuss possible options.** The Westfield Band Boosters will make every effort to work with a family to restructure the payment. It is expected that students and their families will participate in fundraisers to the best of their ability.

The fee schedule for the **Shamrock Pride Competitive Marching Band & Color Guard** is as follows:

Due Date	1st Student Amt Due	2nd+ Student Amt Due
June 15, 2018	\$150	\$125
July 13, 2018	\$150	\$125
August 17, 2018	\$125	\$125
September, 15, 2018	\$100	\$100

The following stipulations apply to students who join the marching band program after the fiscal year has begun (June 1): The fee for a new student attending band camp who is a member of the marching band is \$525.00. This amount may be paid in a lump sum or by paying \$350.00 before band camp and the remainder in two monthly installments to be paid in full no later than October 5, 2018. This alternative schedule applies only to those who move into the Westfield Washington School District during the summer. It does not apply to incoming 9th grade students.

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The fee schedule for **Non-Competitive Marching Band** ("Friday Night"/marching band class only) is as follows:

<b>Due Date</b>	<b>1st Student Amt Due</b>	<b>2nd+ Student Amt Due</b>
August 3, 2018	\$100	\$75
September 7, 2018	\$100	\$75
October 5, 2018	\$50	\$50

The fee schedule for **Concert Band** (non-marching students only) is as follows:

<b>Due Date</b>	<b>1st Student Amt Due</b>	<b>2nd+ Student Amt Due</b>
September 7, 2018	\$60	\$35
October 5, 2018	\$60	\$35
November 2, 2018	\$30	\$30

Payments can be dropped off in the band room in the Brown Band Booster box or mailed to PO Box 645, Westfield, IN 46074. To apply a payment from your student account or for questions, [email treasurer@westfieldbandboosters.org](mailto:treasurer@westfieldbandboosters.org). **Payments dropped off in the Band Booster box must be in an envelope with the student's name and what the payment is to be applied to. Checks (made out to Westfield Band Boosters) must have the student's name written in the memo field of the check.** Unmarked cash placed in the box will be forfeited to the general fund.

The fee schedule for **Winter Ensembles** is as follows:

<b>Due Date</b>	<b>Amount Due</b>
December 1, 2018	25% of total Fee
January 1, 2019	50% of total Fee
February 1, 2019	25% of total Fee

**Refunds** - Because plans are made well in advance of payments, it is difficult and costly to make last-minute adjustments in any program. Refunds will be decided on a case-by-case basis. Requests must be made in writing to the Westfield Band Boosters President or Treasurer. **Returned Check Charges** - A \$30 NSF (non-sufficient funds) charge will be assessed on all returned checks.

**2018-2019 Financial Policy**

**Financial Commitment Signature**

I have read the Westfield Band Booster Financial Policy and have been provided a copy for my future reference.

I understand that payment of all applicable band fees is a prerequisite for participation in extracurricular activities such as competitive marching band and guard, band trips, jazz band, winter percussion ensemble, and winter guard.

I understand the volunteer expectations of me as a parent/guardian of a WHS Band/Color Guard student. I will do my part to support my student's program by participating in the following activities:

- **Two** football game concessions shifts
- One basketball game concessions shift
- Participation in Band Blast carwash ticket sales
- One Holiday Craft Show shift
- One Shamrock Showcase shift
- Marching band, winter guard, and winter percussion families are additionally expected to work two additional volunteer shifts when called for to support those activities. Those shifts include, but are not limited to, working at a camp, chaperoning a trip, pit/prop crew, etc.

If I am unable to complete one of the above activities, I will contact the Director or the Band Boosters to discuss an alternate volunteer activity.

**Student(s) Name**

**Address**

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**Parent/Guardian's Signature**

**Phone Number**

**Date**

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Complete and turn in this signature page. Retain the policy for your reference.