

## **Guidelines**

*Approved 9.11.12*

### *Governor Mifflin Music Association Student Accounts*

**Purpose:** The purpose of this document is to outline the guidelines to be used for Student Accounts (SA) established and maintained by the Governor Mifflin Music Association (GMMA).

#### **References:**

Governor Mifflin School Board Policy 229 Student Fundraising  
Governor Mifflin School Board Policy 618 Student Activity Funds  
Governor Mifflin Music Association By-Laws

#### **Definitions:**

Fundraising - Per Governor Mifflin School Board Policy 229, student fundraising shall include the solicitation and collection of money by students in exchange for goods or services. The GMMA uses fundraising to raise money to support music programs in the Governor Mifflin School District.

Student Accounts – This is a restricted account of the Music Association (different than the school-district Student Activity Funds described in School Board Policy 618). A pre-defined percentage or allotment of the profits made during any given GMMA fundraiser is allocated to the student selling the products or services, to be used only for Music-related expenditures by that student.

#### **Guidelines:**

- 1) For any fundraiser, the percentage or allotment of the profit to be recognized as the SA portion will be identified and communicated to the students participating in the fundraiser.
- 2) The profits for each fundraiser are calculated by subtracting the cost of the product/service and any applicable taxes from the amount being collected.
- 3) Each fundraising chairperson is responsible for documenting the SA percentage of the profit in the advertising materials for the sale and for calculating the credits to be received for each student participating in the fundraiser.
- 4) Any penalty for insufficient payment, which cannot be collected, will be deducted from the SA of the student who provided the order.
- 5) The fundraising chairperson will generate a spreadsheet or table that captures the following information:
  - a) Student Code [comprised of 5 characters from last name, 2 from first name, 2 year of graduation.] (i.e. Brian Williams 2012 = WilliBr12)
  - b) Quantity of product sold
  - c) Amount of money collected
  - d) List of cash and checks, by check number, submitted by student
  - e) Total money collected, total cost and split of profits between GMMA and SA if applicable. If there are taxes to be paid, these are to be taken out before the split.
  - f) All numbers must add correctly (Money collected – cost of fundraiser = profit)

- 6) The fundraising spreadsheet must be provided to the GMMA Treasurer within 2 weeks from the completion of the fundraiser.
- 7) The GMMA Treasurer will maintain information on the amount of credit available for each student. The credit amount will be updated within 3 weeks of any fundraiser during the school year.
- 8) Information on the number of credits each student has earned will be provided online by student code, and to the Music Directors upon request. Music Department chairperson(s) will automatically receive a copy as they are updated for archival purposes.
- 9) Student Accounts are considered credits and must only be used for music related activities, products or services. Examples of these include:
  - a) Payments for music department trips:
    - i) HS Music Department (Disney, New York, etc.)
    - ii) Indoor Drumline (Wildwood TIA Finals, etc.)
    - iii) Other GM Music Department Trips, with SA use by GMMA board approval.
  - b) Reeds, drumsticks, and other instrument related expendables
  - c) Instrument repairs
- 10) When SA credits are withdrawn from the SA for an approved activity/expense, a written Payment Request Form (see Attachment A) for using the credits must be completed, with the approval of the student using the credits and their parent or legal guardian.
- 11) SA credits may be willed (transferred) to a younger sibling with approval of the student willing the credits and their parent or legal guardian. A SA Will Form (see Attachment B) must be completed and signed by the student willing the credits and the parent of that student.
- 12) Any credit that is not willed when a student graduates will be placed into the general fund after June 30 of their graduating year.

Attachment A – Student Account Payment Request Form  
*Governor Mifflin Music Association Student Accounts*

Use this form to request payment for Trips, Supplies, or Repairs from your Student Account.

**Student:** \_\_\_\_\_ **Year Of Graduation:** \_\_\_\_\_

I am requesting the use of funds from my Student Account.

**Reason for Request:** \_\_\_\_\_

• Music Department Trip: Where • Instrument Supplies: What • Instrument Repairs: What •

**Teacher (Trip) or Payee (Supply/Repair):** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

Receipt copy must be attached for Supply or Repair requests.

\_\_\_\_\_  
*(Student Signature)* *(Date)*

\_\_\_\_\_  
*(Parent or Guardian Signature)* *(Date)*

Attachment B – Student Account Will Request Form  
*Governor Mifflin Music Association Student Accounts*  
Use this form to transfer your Student Account balance to your sibling.

**Student:** \_\_\_\_\_ **Year Of Graduation:** \_\_\_\_\_

I do hereby will my GMMA Student Account balance to:

**Name of Sibling:** \_\_\_\_\_ **Year Of Graduation:** \_\_\_\_\_

\_\_\_\_\_  
*(Student Signature)* *(Date)*

\_\_\_\_\_  
*(Sibling Signature)* *(Date)*

\_\_\_\_\_  
*(Parent or Guardian Signature)* *(Date)*