

NAPA HIGH SCHOOL CHOIR BOOSTERS
INDIVIDUALS FUNDRAISING ACCOUNTS POLICY

- I) **ACCOUNTS** – All fundraising money earned by students, relatives and/or friends, is deposited in account administered by the Napa High School Choir Booster Club through the Napa High School Music Office. A separate record is kept for each student, to be carried on from year to year as long as the student is enrolled in at least one choir (except as noted below).
- II) **EXPENDITURES** – All use of these account must first be made for CHOIR EXPENSES until such expenses, and all obligations or expected obligations for the Choir, are covered for the school year (including, but not limited to, outfit expenses, tour expenses, etc.) except as noted in “V. GRADUATES A.”

Overages after choir expenses have been met can be used for an announced list of school-related expenses through an ordering process, managed by the Music Department Office. Some of these orders will be made in quantity (such as Prom Tickets), and orders of this type may have specified deadlines, as announced by the Directors in the Choir Room.

- III) **CASH** – No cash or other direct payment will be given to students or parents from these accounts, except for direct purchase or reimbursement (usually by a receipt), for items specifically listed in “II. EXPENDITURES”, and “VI. GRADUATES – C.” Amounts credited are specifically to be used as listed in “EXPENDITURES” above.
- IV) **TRANSFERS**
- A. Point credit may be transferred from one student account to another only upon written notice between parents or both parties, and approved by the Boosters Board. It will NOT be the responsibility of the Booster Club or the Music Office Staff to supervise or enforce the agreement between the parties.
- B. **TRANSFER TO SIBLINGS** – Account balances may be transferred freely between siblings during the year, or left to a sibling upon departure or graduation, only to be used as detailed under “II. EXPENDITURES.”
- VI) **GRADUATES** – Students graduating from Napa High School should be aware of the following conditions concerning their individual account that become effective up to graduation day:
- A. Any remaining balance may be used to pay for major tour expenses when the graduated student has been invited and has made a written commitment to participate.
- B. Any remaining balance may also be permanently “transferred” to a continuing choir student (as indicated in “IV. TRANSFERS”).
- C. Graduating students may apply for any or all of the remaining balance, in their individual account, by the first Monday after May 1 prior to graduation to be awarded as a scholarship for higher education after all obligations or expected obligations are covered for the school year (including, but not limited to, outfit expenses, tours, lost music).

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NOTE: If the graduating student does NOT take one of the possible three actions listed above (A. use the remaining balance for a major tour, B. transfer remaining balance to another continuing student, or C. apply for the remaining balance WILL BE FOREITED to the general Choir Booster Club Accounts one day after graduation.

VII) **DROPOUTS** – Students withdrawing from the Choral Department during the course of a school year may use their account as detailed above until the actual date of their withdrawal from the class. At the point that a student is dropped from a choir class, **THE BALANCE IN THEIR INDIVIDUAL ACCOUNT IS FORFEITED TO THE BOOSTER CLUB GENERAL ACCOUNT** (except as noted in the next two paragraphs):

A. **INACTIVE ACCOUNTS** – Accounts for students dropping out of the program will be kept on the books until the completion of the next full successive school year for possible re-enrollment. If a student re-enrolls the successive school year, the balance is restored. The balance may **ONLY** be used for school related expenses **WHILE THE STUDENT IS ENROLLED IN THE CHOIR PROGRAM** (as explained in “II. EXPENDITURES”).

B. **AFTER A YEAR OF INACTIVITY** with no use recorded, the amount **REMAINS FORFEITED**.

VII. **DEBTS** – Students having a negative balance in their accounts at semester or year-end report card time, may be placed on the school Delinquent List, resulting in withholding of report cards, yearbooks, etc. Placement on the list may be cancelled by the Choral Booster Board of Directors, in some billing situations, or in response to individual requests such as hardship cases, loans, delayed payments, etc.

VIII. **EFFECTIVE DATE** – This policy applies to individual accounts of students enrolled at Napa High School as of September 3, 1996 and thereafter.

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