

Guidelines for Spring-Ford Music Association Student Point Accounts

Purpose: The purpose of this document is to outline the guidelines to be used for Student Point Accounts (SPA) established and maintained by the Spring-Ford Music Association (SFMA).

References:

Spring-Ford Area School District policy 229 Student Fundraising

Spring-Ford Music Association policy Guidelines for Fundraising

Spring-Ford Music Association policy Guidelines for Student Scholarships

Spring-Ford Music Association Charter

Definitions:

Fundraising - Per Spring-Ford Area School District policy 229, Student fundraising shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services. The SFMA uses fundraising to raise money to support music programs in the Spring-Ford School District.

Student Points Account – This is a restricted account of the Music Association where a pre-defined percentage of the profits made during any fundraiser are allocated to the student selling the products to be used only for Music related expenditures by that student

Scholarship fund – This is a portion of the Student Points Account where unused points are accumulated when a student graduates from Spring-Ford, does not have a younger sibling in the music program or does not will their points to another student.

Guidelines:

1. For each fundraiser, the percentage of the profit to be recognized as the SPA 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 chairman is responsible for documenting the SPA 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 SPA of the student who provided the order.
5. The fundraising chairperson will generate a spreadsheet or table that captures the following information:
 - a. Name of student participating
 - b. Grade of student
 - c. Quantity of product sold
 - d. Amount of money collected
 - e. List of cash and checks, by check number, submitted by student
 - f. Total money collected, total cost and split of profits between SFMA and SPA by student. If there are taxes to be paid, these are to be taken out before the split.
 - g. All numbers must add correctly (Money collected – cost of fundraiser = profit)
6. The fundraising spreadsheet must be provided to the Assistant Treasurer within 2 weeks from the completion of the fundraiser.
7. Information on the number of points available for each student will be maintained by the Assistant Treasurer. The amount will be updated within 3 weeks of any fundraiser during the school year.
8. Information on the number of points each student has earned will be provided to the Music Directors. If any student desires to know the number of points in their account, they, or their parent/guardian can ask the Music Directors, or directly request this information from the Assistant Treasurer.
9. The number of points in each student's account will only be provided to that student or that student's parent/guardian.
10. SPA are considered credits and must only be used for music related activities, products or services. Examples of these include:
 - a. Payments for the Spring Music trip
 - b. Up to \$150 spending money for Spring Trip
 - c. Reeds, drumsticks, and other instrument related expendables
 - d. Instrument repairs

- e. Uniform dry cleaning
- f. Color Guard Shoes
- g. Band Marching Shoes
- h. Band Jackets, T-Shirts and other music related clothing
- i. Music Banquet
- j. Band Pictures

11. When points are moved from the SPA for an approved activity/expense, the student must provide a written request for using the points and sign a receipt to acknowledge that the points were properly used. That student should show photo identification upon receiving funds
12. SPA Credits may be willed (transferred) to another student with approval of the student willing the points and their parent or legal guardian. A SPA will form (Attachment B) must be completed and signed by the student willing the points and the parent of that student.
13. Any points which are not willed when a student graduates will be placed into the scholarship fund after June 30 of their graduating year.

Attachment A
Spring-Ford Music Department
Student Point Account Request Form

_____, grade _____, I am requesting the
(Print Student's name)

use of _____ from the Student Point Account for
(Number of Points)

(Reason of Transaction, see below)

(Student's Name)

(Date)

_____ has my permission for this Student
(Student's Name)
Point Account Transaction.

(Parent or Guardian Signature)

(Date)

Reasons for withdrawal:

- Spring Music Trip
- Color Guard Shoes
- Band Marching Shoes
- Band Coats
- Band Uniform Dry Cleaning
- Other (please indicate)

Attachment B
Spring-Ford Music Department
Student Point Account Will Request Form

_____, _____ do hereby will _____
(Name) *(Grade)* *(Amount)*

points from my Student Point Account to _____,
(Name)

_____.
(Grade)

(Student Signature)

(Parent/Guardian Signature)