

Guidelines for Spring-Ford Music Association Student Scholarships

Purpose: The purpose of this document is to outline the guidelines to be used when awarding scholarships for students to attend the Music Department Spring Trip.

References:

Spring-Ford Area School District policy 216 Student Records

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.

Scholarship – For this Guideline, this is the payment or partial payment of a student’s costs for the Spring Music Trip.

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. The Spring-Ford Music Association would like to assist any students who, through financial hardships, are not able to attend the annual music trip.
2. The funds, which will be used to provide this assistance, will be the Scholarship fund in the Student Points Account.
3. Only trip costs will be provided, no additional spending money will be provided.
4. Since this is a limited fund, guidelines for selecting the students who receive this assistance have been established
5. This assistance can only be provided to students who have a real financial need for assistance.
6. The student must make an attempt to raise the necessary money for the trip through established SFMA fundraising drives. All Points the student has in their

account, and any sibling account will be used before the scholarship fund points are used.

7. If a student's situation is such that this cannot be accomplished, the student can volunteer time helping the Music Department or Music Association in the concession stand and with fundraising distribution in lieu of this amount.

Process:

1. Parents of the student who is requesting this assistance must submit a request for assistance in writing to the Director of the Music Program which they are involved.
2. The Director will discuss this request with the school administration to determine real need for assistance. This conversation will remain confidential and not be discussed with the Music Association.
3. Once need has been established the Director will submit a written request to the Music Association Treasurer.
4. All requests for assistance will remain confidential and not be discussed outside the Executive Board of the Music Association.
5. Requests will be granted up to the amount in the Scholarship fund. In the case of too many requests being received together, distribution amounts will be determined by the music department Directors (high school, middle school both band and chorus).
6. Once the list of students is determined as to who will be given assistance, a member of the Executive board will contact the parents of that student to communicate this decision.