

**BUFFALO GROVE INSTRUMENTAL ASSOCIATION  
BOARD POLICY**

**POLICY ON INDIVIDUAL STUDENT ACCOUNTS**

**Ratified January 10, 2011 – Effective August 1, 2011**

**FOCUS**

The BGIA has designated that money accrued through student fund raising will be limited to support the cost of an individual student's costs for designated trips. The funds are the property of the BGIA and are at no time transferable to the student. Student accounts will be tracked by the Chairs of the various fund-raisers, with an up-to-date total accounting held by the Treasurer, who will be bonded. A record will be maintained that shows each separate category that generates funds (Sales, payments, etc...). Parents and students can find out at any time the status of their individual accounts. Students will only fundraise into their own accounts, giving them an individual incentive to participate. At no time will students be required to participate in a fundraising event of this nature, however, it is expected students will work within a team spirit for organizational fund-raisers that bring in funds to support the organization and program.

**DEFINITIONS**

- **Credits are** funds held in individual student accounts and will be referred to as CREDITS rather than dollars. Credits are earned through participation in BGIA Board approved fundraisers and direct payments.
- **Accounts** will be established for each band member. In families where there is more than one band member, the credits in the individual student accounts are only transferable to other student accounts within the family. At no time can non-band students use Credits.
- **Direct Payments** are defined as payments generated by parents or students that do not include fund raisers.
- **Major Trips** are defined as those that are offered to the entire band.
- **Minor Trips** are all others (for example: Symphonic Band, Jazz Band, etc...).

**TRIPS**

Provided there is a trip:

1. A payment schedule will be established.
2. An initial direct payment deposit is required and is non-refundable.
3. All installments will be direct payments until the cost of the trip has been paid for with fund-raised credits being applied at the end of the payment schedule.
4. At the discretion of the BGIA Board, any student who drops out could be reimbursed their direct payments. The family of any student dropping from a trip will be held accountable for any incurred expenses. The Board will attempt to cover such expenses first with existing fund-raised credits and thereafter from direct payments (above the non-refundable direct payment deposit).

5. At the discretion of the BGIA Board, any student who drops out as a result of subsequent financial hardship can be refunded the non-refundable direct payment deposit (less any incurred expenses).
6. If any student has made direct payments and subsequently fund raised or received additional funds so that the account exceeds the cost of a trip, a refund in an amount not to exceed the amount of the direct payments up to the cost of the trip will be issued.
7. If any student has more fund raised credits than the trip's cost, some of these credits may be used to cover out of pocket expenses for the current trip (in an amount to be determined by the BGIA Board).
8. Students participating in a Minor Trip, at the discretion of the BGIA Board, may use the credits in their individual accounts to offset the cost of that trip.
9. If a trip is canceled, then all direct payments will be refunded to the extent that incurred expenses are recovered.

## **ACCOUNTS**

### **At the start of each new school year that does not include a Major Trip:**

1. Credits in individual student accounts will be carried over into the same accounts from the previous school year.
2. All credits in the accounts of graduating seniors from the previous year will be transferred to the accounts of any other siblings enrolled in band. If no siblings are enrolled, then these credits will be transferred into the General Fund of the BGIA.
3. Students who leave band for any reason other than graduation forfeit all credits in their individual accounts. These credits may be transferred into the accounts of siblings (currently enrolled in the band program). If no other siblings are enrolled in the program, then these funds will be transferred into the General Fund of the BGIA.
4. In a school year that includes a Major Trip, at the end of the year all accounts will balance out at 0 credits. Students who do not participate, or students who participate and accumulate excess funds above an amount specified by the Board as normal out-of-pocket expenses, will not be allowed to carry over credits in their accounts. Any unused credits will be transferred into the General Fund of the BGIA.

Circumstances that do not fall within the guidelines of the Policy may be petitioned in writing to the BGIA Board for individual consideration.