

FUNDRAISING

Lincoln East Band Boosters Organization plans to actively pursue fundraising opportunities for the purpose of:

1. allowing band students at Lincoln East the opportunity to participate in band trips, band camps, clinics, and other band activities without being delayed by financial constraints.
2. supplementing the current band program's budget to support, promote, and improve the financing of Lincoln East's extra-curricular band activities. A successful music program takes a great deal of financial support, and the mission of the East Band Boosters Organization is to supplement Lincoln East's allotted band budget where needed to ensure the continued success of our band program.
3. enhancing the current band program beyond the status quo, to bring equipment up to date and provide additional educational and enrichment opportunities to our outstanding students.

LINCOLN EAST'S BAND BOOSTERS STATEMENT OF POLICY STUDENT BAND ACCOUNTS

PURPOSE: Lincoln East Band Booster's treasurer maintains a separate account called Student Band Accounts that controls and maintains the records of fundraising dollars earned throughout the year. Funds deposited into this account come from fundraising activities the student directly participates in, direct contributions from family and friends and at the direction of the Band Boosters Executive Board, via the allocation of general fundraising activities. The purpose of this Statement of Policy is to provide parents/guardians of students and students with guidelines on how funds in the Student Band Account are tracked and how they may be used.

1. The Lincoln East Band Boosters shall establish a separate cash control account at their designated banking institution into which Student Band Account monies shall be deposited.
2. The Band Boosters Executive Board shall establish an accounting system to be used to record and track individual student fundraising activity. The total of each student's activity shall be reconciled to the total of the cash control account and account activity will be emailed quarterly, if not more. **The goal of the Band Boosters Executive Board will be to create an account, which can be assessed by students or parents, thus eliminating the quarterly emails.**
3. Funds may be deposited into the Student Band Account from the following:
 - a. fundraising activities the student directly participates in,
 - b. direct contributions from family and friends, and
 - c. general fundraising activities that are later allocated to specific Student Band Accounts or are used to lower the overall cost of student trips, etc.
4. Interest earned (if any) on the general cash account shall be credited to the general un-allocated fundraising pool. Individual Student Band Account balances shall earn no interest.

5. Any money deposited into and credited to the student's account may be used for the following:

- a. student band family financial contribution to support marching and band which includes White, Blue and Spartan Support,
- b. direct costs associated with required uniforms such as socks, gloves, shoes and shorts or other Director Presented items such as pep band t-shirts, etc.,
- c. tuition for Band Camps or leadership clinics approved by the band director(s), or
- d. group trips (including installment payments) by any band group of Lincoln East.

6. Activities that funds may not be used include (but are not limited to)

- a. Private music lessons
- b. Instrument purchases
- c. Purchase of music
- d. Optional apparel – such as section only apparel or items
- e. Any personal use

7. Funds earned, deposited or credited to individual Student Band Accounts may not be used by parent volunteers to defray the cost of parent travel on band trips, activities or apparel.

8. Once deposited into and credited to the Student Golden Account, funds may not be withdrawn or refunded back for any reason. Unused funds in individual Student Band Accounts not being allocated by the student shall, upon graduation or resignation from the band program, be forfeited and re-allocated to the general unallocated fundraising pool with the following *exception*:

- a. Any unused excess funds may, upon formal written request, be transferred to a sibling enrolled in the band programs at Lincoln East or expected to be enrolled in the band programs. For purposes of this provision, a sibling shall be defined as a full or half-relative of the student related by marriage.

9. The Band Boosters Executive Board shall decide upon any unanswered transfer questions.

REIMBURSEMENT POLICY

If you would like to request a reimbursement for a music related expense, please fill out the Reimbursement Request form and either:

- a. mail the completed form, Attention: Lincoln East Band Booster Treasurer, to 1000 S 70th St, Lincoln, NE 68510
- b. email the completed form with attachment to eastbandexecutiveboard@gmail.com attention "Treasurer".

REIMBURSEMENT FORM

Fill out the accompanying Reimbursement form. Make sure to:

- **Please attach a copy of receipt, if applicable:**
 - ❖ *For those items not paid to the Lincoln East Band Boosters (example special orders, reimbursements, etc.).*
 - ❖ *For those items already paid to the Lincoln East Band Boosters that you are requesting a Student Band account reimbursement, no receipts are required (example: band fees paid at the beginning of the year, marching band apparel, pep band shirts, spring trip)*

*****All reimbursement checks are made to the Parent/Guardian name making the request unless otherwise noted.**