

The student account fund is the property of FAMBA, but when students participate in the fundraisers, the profits are put into this account of each student who is participating in the fundraising. These funds can be used towards music related items such as band apparel, chorus apparel, future field trips, etc. You will be emailed periodically of the profits earned and the balance in the account. The funds are used by the high school students in band and or chorus, but the middle school students can start participating in the fundraisers to build up their account if they know they will like to participate in band and or chorus in the senior high.

Some procedures to follow when using the student account:

1. It is imperative that this Student account deposit/withdrawal form be filled out and turned in if you are going to deposit or withdrawal funds. Think about the students account fund as if you were going to the bank. You have to fill out the deposit slip and/or withdrawal slip giving the bank permission to deposit the funds or withdrawal the funds in your bank account, the same is for the student accounts, you have to fill out the form and turn in the form along with the money giving the student account treasurer permission to deposit the funds or withdrawal the funds from the account.

NO payment through the student account funds will be accepted or processed without the appropriate withdrawal slip completed by parent or legal guardian. The same goes with the field trip forms. The form MUST be completed and signed by a parent or legal guardian along with the student as specified (for each deposit payment made). Unsigned or absent forms will delay credit to the account and the late fee can be assessed if late. Mark on the form if paying by check, cash, or money order and the amount or if using the student account and how much. (You can split it as well if payment is \$250 and only have \$50 in the student account, mark using \$50 from Student account and then pay the difference and mark it as well).

Also the question about reimbursements:

Reimbursements: the only things that will be reimbursed are items purchased outside of FAMBA. Such as the letterman jackets or items you have to purchase at a store, such as the Dickies pants. We cannot just give you a check from the student accounts fund in advance to purchase it, you need to purchase the jacket first and then send in the original receipt along with the withdrawal form filled out and you will get reimbursed with the amount that is in the account. So if jacket was \$250 and your child had only \$50 in the account, you will only get back the \$50.

Reimbursements CANNOT be made for non-receipted items, i.e. purchases made prior to funds being available in the student account. such as the band apparel or chorus apparel that you purchase through FAMBA or FSAF (Freeport Student Activities Fund). You have to use the funds available at the time you are purchasing it. Like the band apparel or chorus apparel in the beginning of the year, you have to fill out the form if using the student account funds at the time of purchase.

Cash cannot be directly distributed to the student or family.

NSF checks (it happens to the best of us), but amount of the NSF check with the fee **MUST** be paid back within 15 calendar days after receiving an email or letter or it will be subtracted from the student's account if there is a balance, and if not, appropriate action will be made with the music directors and/or principal. See the student accounts is different from the general fund. This affects the individual accounts, if there is a negative balance in the student account and there is an NSF check, you cannot just take it from another student, you need to pay that back along with the fee. Thank you.

Last but not least, if a student leaves the music program, transfers from the school or graduates, his or her money may be transferred to a sibling who is in or will be entering 6-12 grade by the following school year and participating in the music program (the bands and or chorus programs). Cash refunds will not be given. Student funds may **NOT** be given to another student who is not a sibling, instead the extra funds will be transferred to the FAMBA General Account.

I hope this answers some of your questions. The rest of the policies are at the bottom of the Student Account Deposit/Withdrawal form.