

## Mt. Lebanon Band Builders TRIP POLICY

### Part I: Trip Deposits/Payments, Cancellation, Participation, and Default

1. **Reason for the Policy.** A series of deposits are required for each member of the Mt. Lebanon Marching Band who will participate in the band trip as planned by the Band Director and approved by the School Board. The initial deposit constitutes a binding commitment that the student will participate and is used to establish the size of the student body participating in the trip. Reservations for travel, accommodations, board and overall trip costs are based on the number of students that make a commitment. The Mt. Lebanon Band Builders (MLBB), on behalf of Mt. Lebanon High School, makes payments to the tour organizers in the amounts on the schedule dictated by the tour organizers.
2. **Annual Fee.** Students Annual Fee must be paid to be eligible to attend the trip.
3. **Deposit Amounts and Due Dates.** The number and amount of deposits and the due dates for said deposits will be set by the MLBB Executive Board. These deposits will correspond to the timing and amounts of the monetary obligations of MLBB to the tour organizers.
4. **Form of Trip Deposits.** Trip deposits may be paid by check, credit card or taken from the student's accumulated Individual Student Account (ISA) so long as these credits are greater than or equal to the required deposit amount. **MLBB reserves the right to request funds by money order or certified check in the event of checks returned for insufficient funds.** Any fees charged to MLBB due to a NSF check will be billed back to the writer of the check.
5. **Student Cancellation Policy.** Deposits represent the transfer of funds from MLBB to the tour organizers. Should a student cancel their participation in the trip, deposits made by check or credit card cannot be refunded to the student, parent, or guardian. Likewise trip deposits made from an ISA cannot be replaced into the student's ISA. **Deposits represent a binding commitment for the student to participate in the band trip and are NON-REFUNDABLE if the student cancels for any reason. Additionally, any remaining balances owed to cover the full trip cost must be paid in full. MLBB reserves the right to take legal action for non-payment. We encourage families to consider and purchase their own trip insurance.**
6. **Trip Cancellation.** Should the trip be cancelled due to circumstances beyond the control of MLBB, all deposits made by check or credit card (donations to cover processing costs cannot be refunded) will be refunded less any costs previously expended or incurred on behalf of the student. Trip deposits made from an ISA will be restored to the student's account less any costs previously expended or incurred on the student's behalf. We encourage families to consider and purchase their own trip insurance.
7. **Individual Arrangements.** Students are expected to participate fully in the trip as arranged by the Band Director. For example; students are expected to travel with, use the accommodations of and participate in all activities as outlined on the itinerary for the school-arranged trip. **Any changes or deviations from the prearranged activities must be approved by the Band Director. Since the price of the trip is negotiated as a group rate, even approved deviation from the trip will not result in a price reduction for the student.**
8. **Default of Payment.** If, for any reason, a student's trip is not paid in full by the departure date, the student will not be permitted to participate in the trip. Arrangements for payment in full must be made with the MLBB Treasurer. MLBB reserves the right to take legal action for non-payment.

### Part II: Individual Student Accounts (ISA)

1. **ISA Eligibility.** Band members may choose to fundraise to help earn credit toward funding sanctioned program activities such as the annual band trip, private band instrument lessons, and/or other expenses approved by the MLBB Executive Board. All active members of the Mt. Lebanon Marching Band are eligible to participate in the ISA program. In order to participate and/or maintain a balance in the ISA Program; a student's Annual Membership Fee must be paid for the current year. Participation in the ISA program is voluntary. Students are not required to fundraise and are not required to participate in the ISA program.
2. **How ISA Funds Are Earned.** ISA funds are earned through MLBB fundraising by participating in our Scrip Program (or sale/purchase of gift cards) in accordance with our Scrip Program Agreement. Fundraisers designated as a "general" fundraiser are not eligible for ISA funds. Fundraisers from activities outside of those provided by MLBB are not eligible.

3. **Maintenance of the ISAs.** ISA records are maintained by the MLBB Director of Administration and are checked and balanced with the MLBB Treasurer. Student ISA funds are maintained in a separate checking account which is used solely for the purpose of payments related to individual student expenses. ISA balances are available in Charms or by contacting the Director of Administration.
4. **Cash Payments Into the ISA.** If desired, "cash" may be deposited into a student's ISA to cover the cost of the Marching Band trip when there are insufficient ISA funds to cover the cost of the trip. Payment will be accepted by check or money order made payable to MLBB. All checks should be sent to MLBB, PO BOX 10476, PITTSBURGH, PA 15234. Payments may be made in the form of check or money order only, no cash will be accepted.
5. **Carryover, Transfer, and Forfeiture of ISA Funds.** ISA funds can accumulate and carry over from one school year to the next **provided the student remains an active member of the Mount Lebanon Marching Band.** ISA funds can be transferred to a sibling provided the sibling is a current band member or will be a current band member in the preceding school year (e.g. an existing senior may transfer funds to an incoming freshman band member). ISA funds may be transferred from one active band member to another active band member provided the parent/guardian of the student wishing to transfer funds provides written instruction to the Director of Administration detailing the amount to be transferred and who the funds are to be transferred to. Once a student leaves band **for any reason**, including, but not limited to, graduation, disciplinary action, pursuit of other activities, or loss of interest, all ISA funds are immediately forfeited and the funds are split between the MLBB general fund and the scholarship fund at the discretion of the MLBB Executive Board. ISA funds earned by a student while a member of the Mt. Lebanon Marching Band cannot be transferred to any other group or organization.
6. **Special Circumstances.** In the event the Mt. Lebanon Marching Band elects to take a joint trip with another Mt. Lebanon High School Fine Arts group such as Concert Band, Wind Ensemble, Choir or Orchestra (hereafter "other organization"), the MLBB may, at their discretion, allow students in the other organization to raise funds using the MLBB ISA fundraisers. If a student from the other organization elects to participate in the ISA fundraisers, an ISA-participation fee of \$10 will be assessed to each student participating. If the MLBB will be managing student ISAs (e.g. collecting trip payments) for the other organization, a trip-management fee of \$10 will be assessed to each student of the other organization participating in the trip. In the event a student is an active member of both the Mt. Lebanon Marching Band and the other organization, the student is bound by the rules set forth in this policy for Mt. Lebanon Marching Band members. If a student is an active member of both the Mt. Lebanon Marching Band and the other organization then ceases to be an active member of the Marching Band, ISA funds earned prior to the fundraisers availability to the other organization are forfeited as provided for under Part II, Section 5 of this policy. If a student ceases to be an active member of the Mt. Lebanon Marching Band and then joins the other organization, ISA funds earned prior to joining the other organization or earned prior to the fundraisers availability to the other organization is forfeited as provided for under Part II, Section 5 of this policy. Upon completion of the trip, any money remaining in the ISA of students in the other organization will be transferred to the other organization's activities account or parent organization account immediately following the financial reconciliation of trip expenses.
7. **Management of Other Fine Arts Trips.** With the approval of the MLBB Executive Board the Trip Policy may be applied to other Fine Arts organizations (e.g. Wind Ensemble, Percussion Ensemble, Concert Band) at Mt. Lebanon High School. MLBB will apply this policy to members of each group who applies in writing to have MLBB manage their trip payments just as MLBB manages Marching Band trips. Members of the other organization may participate in accordance with Part II, Section 6.
8. **Refund of Cash Payments.** If there are funds left in the student's ISA at the conclusion of the school year, a parent/guardian may request a refund of the funds equal to the amount of any cash payment made to the ISA **IN THE CURRENT SCHOOL YEAR** under Part II, Section 4 of this policy. The current school year is defined as the period of time beginning the first day after the last day of school for students of the previous school year to the last day of school for students of the current school year. A request for refund must be made in writing to the MLBB Director of Administration by May 31 of the current school year. Requests should be mailed to MLBB, PO BOX 10476, PITTSBURGH, PA 15234. Refunds will be dispersed no later than July 1 of the year in which the request was made. Cash payments made in previous school years are non-refundable.