

Mt. Lebanon Band Builders WINTER GUARD FUNDING POLICY

1. **Reason for the Policy.** The Mt. Lebanon Winter Guard shall be an auxiliary of the Mt. Lebanon Band Builders (MLBB) due to the reciprocal relationship between the Marching Band and the Winter Guard. Because the winter guard program is a self-funded auxiliary, this policy details the financial responsibilities of the winter guard.
2. **Self-sustaining finances.** The winter guard program will fund itself through tuition payments, donations, and winter guard-specific fundraisers.
3. **Budget.** The director of the winter guard program will submit a preliminary budget by November 1 to the Executive Board of MLBB for approval. The final budget will be submitted for approval by January 1. The budget will include all projected expenses including director discretionary honorariums (as long as said honorariums are not funded by the Mt. Lebanon School District), equipment, costumes, travel, registration fees, etc. The budget will also include all expected income from student tuition, winter guard fundraisers, donations, sponsorships, etc., hereafter referred to as winter guard income. It will be up to the discretion of the winter guard director to assess the needs of the program. An accounting of the winter guard income and expenses will be maintained by the MLBB treasurer with assistance from the Winter Guard administrator and/or Winter Guard Director. Expenses will only be paid when there is verified winter guard income to cover each expense. Income collected from the MLBB not specifically designated as winter guard income will not be used to cover winter guard expenses. In the event the income projections fail to cover the expected expenses, the expenses will be revised by the winter guard director so that all expenses can be paid. If the winter guard income exceeds projections, the additional income will be used to fund the proceeding years' winter guard programs.
4. **Separate Bank Account.** The separate bank account for winter guard may incur service charges for checks, deposit slips, NSF fees, transaction, balance, and cash limits as required by the bank, etc. All service charges will remain an expense to winter guard. A monthly maintenance fee may be charged by the bank if a \$500 balance is not maintained. It is expected that Winter Guard will be able to maintain this balance in its account during its season and will thus avoid this monthly charge. During the off-season months when the balance may fall below \$500, MLBB treasurer may transfer up to \$500 to the Winter Guard account, when MLBB has funds available in its general fund, to meet the \$500 minimum balance requirement of this Winter Guard account. Any funds transferred by MLBB will not be available to cover winter guard expenses and will be returned to the MLBB general fund when winter guard has sufficient funds to meet the requirement on its own or if MLBB needs the funds for its own operations. If MLBB general fund does not have sufficient funds available to transfer, the winter guard director will be notified immediately.
5. **Tuition.** Students that have been accepted into the winter guard program will be responsible for paying a tuition fee set forth in the winter guard handbook and calendar. Tuition will include all expenses to the program and may be used to pay the following: director discretionary honorariums (as long as said honorariums are not funded by the Mt. Lebanon School District), equipment, costumes, travel, registration fees, etc. Tuition will not include meals when traveling, or hair supplies, makeup, shoes, tights, warm-up suits, etc. (personal items). All equipment and costumes remain the property of the winter guard. Tuition payments will be accepted by check, credit card, or student's Individual Student Account (ISA). The number, amount, and due dates of payments will be set by the winter guard director. These payments will correspond to the timing and amounts of the monetary obligations of the winter guard for the expenses of the program. Payments represent the transfer of funds from the winter guard toward the expenses of the program, therefore, should a student leave the program, tuition payments made by check or credit card payment cannot be refunded to the student, parent, or guardian. Likewise, tuition payments made from the ISA cannot be replaced into the student's ISA. Payments represent a binding commitment for the student to participate and remaining balances of tuition must be paid in full. MLBB reserves the right to take legal action for non-payment.
6. **Fees.** NSF checks and related fees arising from winter guard activities will be the responsibility of the student's family and winter guard. Until such time as NSF checks and fees are reimbursed, the funds will not be available to the winter guard director for payment of program expenses. The MLBB treasurer will immediately notify the winter guard director of all NSF checks and fees and it is the responsibility of the winter guard director to contact the applicable family to collect all amounts due.
7. **Individual Student Account (ISA).** Winter guard members in grades 3-12 may earn ISA funds through the MLBB ISA fundraiser, the Scrip 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 if the winter guard member is also a member of the Mt. Lebanon Marching Band. If not a member of the Mt. Lebanon Marching Band, a fee of \$10 will be assessed to manage the student's ISA. Participation in the ISA program is voluntary. Students are not required to fundraise and are not required to participate in the ISA program. Students may use their ISA money towards the payment of their winter guard tuition

fees and required uniform accessories.

8. **Carry-over, 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 Winter Guard and/or Mt. Lebanon Marching Band. ISA funds can be transferred to a sibling provided the sibling is a current band/winter guard member or will be a current band/winter guard member in the proceeding school year (e.g. an existing senior may transfer funds to an incoming freshman band/winter guard member). ISA funds may be transferred from one active band/winter guard member to another active band/winter guard member provided the parent/guardian of the student wishing to transfer funds provides written instruction to the MLBB Director of Administration detailing the amount to be transferred and who the funds are to be transferred to. Once a student leaves winter guard for any reason including, but not limited to, graduation, disciplinary action, the pursuit of other activities, or loss of interest, all ISA funds are immediately forfeited. If the student was a winter guard member only, the funds will be returned to the winter guard general fund. If the winter guard member was also a member of the Mt. Lebanon Marching Band (but is no longer a member of Band), the forfeited funds are split between the MLBB general fund and the winter guard general fund. If the winter guard member remains a member of Mt. Lebanon Marching Band after leaving winter guard, the funds will remain in the student's ISA and be governed by the MLBB Trip Policy. ISA funds earned by a student while a member of winter guard or Band cannot be transferred to any other group or organization.
9. **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.
10. **Maintenance of the ISA.** 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 MLBB Director of Administration.
11. **Pennsylvania Small Games of Chance.** To the extent that winter guard is recognized as an auxiliary on the MLBB's Pennsylvania small games of chance license, the winter guard may use said general license upon consultation with the MLBB Executive Board. The MLBB Executive Board will approve any reasonable request for the use of the license. In the event a special license is needed to cover any small games of chance that are not covered by the general license winter guard will incur all costs associated with securing any special license.
12. **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 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.