

Perkiomen Valley Music Boosters Student Accounts

Purpose:

The purpose of this document is to outline the guidelines to be used for Student Accounts (SA) established and maintained by the Perkiomen Valley Music Boosters (PVMB).

Definitions:

Fundraising – Student fundraising shall include the solicitation and collection of money by students in exchange for goods and services. The PVMB uses fundraising to raise money to support music programs within Perkiomen Valley High School.

Student Accounts – This is a restricted account of the PVMB. A predefined percentage or allotment of the profits made during many PVMB fundraisers are allocated to the student selling the products or services, to be used only for music department related expenditures by that student.

Balance – This is the current amount of credit available to the student based on aggregated allotment of funds raised and credited to the Student Account less any authorized music department related expenditures.

Guidelines:

1. For any fundraiser, the percentage or allotment of the profit to be recognized as the SA portion, if applicable, will be identified and communicated to the students participating in the fundraiser.
2. The treasurer will maintain information on each student's balance.
3. SA balances and/or activity will be provided ONLY to the student, the student's parents/guardians or the Music Directors upon request.
4. Student accounts are considered credits and must only be used for music related activities. Examples include Music Department trips, fees, uniforms/shoes, spirit wear. ***SA balances cannot be withdrawn for cash.***
5. When SA credits are desired to be withdrawn from the SA for an approved activity, communication must be made to the PVMB Treasurer by
 - a. Completing and signing a Payment Request Form (see Attachment A) and placing same in the lockbox in the band room; or
 - b. Emailing the PVMB Treasurer. (Note: email must come from parent/guardian)

6. SA credits may be transferred to a younger sibling with approval of the student transferring the credits and their parent/legal guardian. A Transfer Request Form (see Attachment B) must be completed and signed by the student transferring the credits and the parent/guardian of that student.
7. Any credit that is not transferred or used when a student graduates will be placed into the general fund after June 30 of their graduating year.

Attachment A

Student Account Payment Request Form

Perkiomen Valley Music Boosters Student Accounts

Use this form to request payment of Music Department expenses from your Student Account.

Student: _____

I am requesting the use of funds from my Student Account.

Reason for Request: _____

Amount Requested: _____

(Student's Signature) _____ (Date) _____

(Parent/Guardian Signature) _____ (Date) _____

Attachment B

Student Account Transfer Request Form

Perkiomen Valley Music Boosters Student Accounts

Use this form to transfer your Student Account balance to your sibling.

Student: _____ Year of Graduation: _____

I do hereby transfer my PVMB Student Account Balance to:

Name of Sibling: _____ Year of Graduation: _____

(Student's Signature) _____ (Date) _____

(Parent/Guardian Signature) _____ (Date) _____