

Lyndhurst Music Association, Inc.

POLICIES



www.lyndhurstmusic.com

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Lyndhurst Music Association, Inc.

Dear Music Parent,

This booklet will give you the policies adopted by the Lyndhurst Music Association. If you have any questions, concerns, or are seeking any additional information, please feel free to call Mr. James Chwalyk (Band) or Ms. Elena Wise (Chorale) at 201-896-2100 ext. 4031.

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POLICY REGARDING STUDENT ACCOUNTS

The Lyndhurst Music Association will maintain student accounts for the purpose of allowing students to accumulate funds to offset costs for Music Association trips and activities.

Note the following:

- a. Deposits to a student account will be made when the student earns money through student fundraisers.
- b. No parent will receive monetary compensation for volunteering their time except for chaperoning coin drives, for which a chaperone receives a flat rate of \$10 per day to be deposited in their child's student account.
- c. Parents/Sponsors may make independent deposits to a specific student.

Withdrawals from a student account will be made under the following conditions:

- a. To pay for school-approved Music Association trips and activities.
- b. To transfer any money remaining in a student's account to the Association account, should the student leave the band for any reason before graduation.
- c. Once the parent fundraising commitment is satisfied, the remaining trip payments can be deducted from the student's account if the student has the full installment payment available by the due date.
- d. Seniors are encouraged to either deplete their account or transfer the balance to another band student; otherwise, their balance is automatically transferred to the LHS Music Association general account.
- e. To satisfy mandatory fundraising commitments.
- f. To satisfy mandatory fees not otherwise paid directly.

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POLICY REGARDING SELECTION OF CHAPERONES FOR TRIPS

- A. Teacher-only chaperones will be utilized on all Music Association trips.

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POLICY REGARDING LYNDHURST MUSIC ASSOCIATION PURCHASING VARSITY JACKETS – BAND/CHORALE/COLOR GUARD PROGRAM

Varsity jackets will be purchased at the direction of the Music Association for Band, Chorale, and Color Guard students who have participated for two (2) full years, not including 8th grade participation. The students will receive their jackets in their third year, provided they are still an active member of the Band, Chorale, and/or Color Guard.

Additional items selected for the jackets (patches, embroidery, etc.) which exceed the Music Association allotment, will be the financial responsibility of the student. Payment must be made one (1) week from the date of order.

In lieu of jackets, students may elect to have one hundred dollars (\$100) deposited into their student account.

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POLICY REGARDING LYNDHURST MUSIC ASSOCIATION SCHOLARSHIPS

In accordance with the request of the John C. Mac Lean Awards Committee, the Lyndhurst Music Association Scholarships will be decided as follows:

- A. For instrumental auditions: scholarships in the amount of six hundred dollars (\$600) and four hundred dollars (\$400) will be presented to two students going on to higher education.
- B. For vocal audition: a scholarship in the amount of two hundred fifty dollars (\$250) will be presented to a student going on to higher education.
- C. For color guard auditions: a scholarship in the amount of two hundred fifty dollars (\$250) will be presented to a student going on to higher education.
- D. The students will be selected as a result of a vocal, instrumental, or performance audition, judged by three (3) members of the Music Department, exclusive of the LHS Band Director and Music Department Lead Teacher.
- E. The auditions will take place during the month of April or May.
- F. The awards will be presented at the John C. Mac Lean Awards Ceremony.
- G. If a recipient does not use the money by December 31 of that same year, they will forfeit the award.

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POLICY REGARDING LYNDHURST MUSIC ASSOCIATION FUNDRAISING

- A. All students are required to actively participate in the Music Association's fundraisers that benefit the Association account, which is used primarily to fund jackets, scholarships, trips and the Annual end-of-year Band dinner.
- B. To support the Association account, each individual student account will begin the school year with a negative \$75.00 balance. Profits from fundraising will adjust the balance until the \$75.00 obligation is met.
- C. Each student who wishes to participate must submit \$25.00 membership dues per year.
- D. Failure to participate in fundraising may result in student ineligibility of the aforementioned benefits and in student out-of-pocket expenses.
- E. All individual fundraising and profit percentage is at the discretion of the Lyndhurst Music Association. The students will be advised prior to a specific fundraiser how much credit can be earned. Upon collection of the money as a result of the fundraising activity, each student will be credited with the appropriate amount in their own account. No credit will be given until the money from the designated fundraising activity has been collected.
- F. Any fees incurred for checks that are returned from the bank marked "Non-Sufficient Funds" will be charged to the check writer. The Lyndhurst Music Association has the right to refuse subsequent checks from the check writer and require cash or money orders for payment. If bank fees are not paid, they will be deducted from the student's account.

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POLICY REGARDING TRIP FUND/DEPOSIT POLICY

The primary purpose of the Trip Fund is to accumulate fundraising monies into individual accounts, which are used to offset trip expenses. Students, Parents and/or Guardians are responsible for any negative balance or difference between actual trip costs and the balance of the individual student trip accounts. The elected Treasurer will have the responsibility of these accounts.

The Treasurer will be responsible for providing student account statements to the Parent/Guardian upon request.

Disbursement of Funds:

1. Parents/Guardians will be notified in advance of planned trips and expected cost estimates. During these trips, the band(s) typically perform as a group. All students are encouraged to participate on these trips. Prior to each pending trip, a deadline will be published where Parents/Guardians must elect for their student to either “opt in” or “opt out” of the pending trip.

Once the student has “opted in”, the guidelines of paragraphs 2, 3, 4 and 5 will apply. Students who have “opted in” must pay the entire amount of the trip cost by the designated deadline before the trip, or they will not be allowed to travel. If a student owes amounts from a previous trip, they will not be allowed to “opt in” for future trips until all previous trip balances are paid in full.

2. It is necessary to make advance deposits for transportation, lodging, meals, etc. for a scheduled trip, therefore funds shall be due and payable from the student trip account in accordance with the schedule determined by the Executive Board for any planned trip. Deductions will be made from the individual trip funds of students who “opt in”, according to the schedule. Payment of necessary deposits, prepayments, and guaranteed group rates for the planned number of participants shall be made on a pro-rata basis from the planned participants. Once the student account reaches a level that will cover the balance of the trip, funds can be deducted from their account.
3. Once a student makes the commitment to attend the trip, it is essential for each deposit to be paid by its designated due date. Due dates will be determined by the

President and Officers. A \$30.00 late fee penalty will be added to each late payment not submitted by the due date. A seven-day grace period will be recognized before a student is removed from the trip roster and all money forfeited.

4. As a set number of participants are required to plan any scheduled trip, cancellation or failure of the student to participate due to lack of timely payment, dropped enrollment, academic ineligibility, or disciplinary restrictions as determined by the Lyndhurst Public School Administration are not valid reasons for non-payment or refund of payment for trip expenses.
5. All funds disbursed from the trip fund shall be considered non-refundable unless the Band Director cancels the trip and a refund is available from the provider of the contracted service, or trip insurer.
6. Parents' funds and travel arrangements will not be handled by the Music Association and will be parents' responsibility.
7. Any fees incurred for checks that are returned from the bank marked "Non-Sufficient Funds" will be charged to the check writer. The Lyndhurst Music Association has the right to refuse subsequent checks from the check writer and require cash or money orders for payment. If bank fees or late penalties are not paid they will be deducted from the student's account.
8. Travel insurance is a personal option and may be arranged privately between the parent/guardian and contracted tour group.