

# Kennedy Instrumental Music Boosters

## Policies Pertaining to Student Fund-raising Accounts

KIMB fund-raising is done on two levels:

### GENERAL

KIMB is always looking for new ideas to raise money for the general fund used to support the whole instrumental music program. If any parents have suggestions for general fund-raising activities, please contact a board member. Students are sometimes required to participate in general fund-raisers.

### PERSONAL

Students may choose to participate in personal fund-raising efforts throughout the year, although they are under no pressure or obligation to do personal fund-raising. It is simply a way for a student to reduce out-of-pocket expenses. If a student chooses to participate in personal fund-raising, the money he or she earns will be held in escrow in the individual student's account. These student accounts are regulated by the laws governing non-profit organizations.

The following rules apply to personal fund-raising:

1. Funds from student accounts may be used to pay for tour costs, uniforms, banquet tickets, instrument purchases or repair, music lessons, music camp fees, and purchases of music or accessories necessary for participation in instrumental music groups. If there is any question about the eligibility of an expense, the final decision will be made by the KIMB treasurer and the directors.
2. ***Funds from individual accounts cannot be used to pay school district activity fees.***
3. Students must fill out a request form to withdraw funds from their accounts. Request forms are available in the music office or on the instrumental music web site. Please be prepared to provide any receipts or documentation that may be requested.
4. Only funds that are currently in the individual student's account may be withdrawn. Students may not "charge" over that amount on the premise that they have money earned, but not yet credited, or that they will be earning the money in future fund-raising activities. Keep in mind that it can take several weeks after a fund-raiser is completed for the money to be credited to the student accounts.
5. Funds can be transferred within the Kennedy music department between Kennedy instrumental music student accounts and Kennedy choir student accounts.
6. When a student leaves the Kennedy music program, the funds left in his or her account will be transferred, if applicable, to a sibling either currently in the Kennedy music program or who joins within the next two years. If there is no sibling, the KIMB treasurer will be happy to work with the student and his or her family to find any eligible expenses that may be used to withdraw the remaining funds. Graduating seniors may apply for withdrawals up to the start of the next school year, but the expenses must have been incurred prior to graduation to be eligible.
7. ***Any funds left in a student's account when he or she leaves the Kennedy music program permanently will be transferred to the KIMB general fund.*** These funds cannot be paid out in cash to the student and they cannot be transferred to any Kennedy student account outside the music department or to a student account at another school or organization. This is a legal requirement and there can be no exceptions to this rule.
8. Student account statements will be sent out at the end of each semester of school by the KIMB treasurer.

### QUESTIONS

Contact the KIMB treasurer, Laurie Lewis, at [lilewis23@comcast.net](mailto:lilewis23@comcast.net) or 952-881-1742.